



# Great Sankey Primary and Nursery School

## Job Description – Maintenance Officer

**Post Title:** Maintenance Officer

**Grade:** Grade 5 (SCP 8–14)

**Reports to:** Headteacher

**Hours:** 32.5 hours per week (including some split-shift working)

**Contract:** Permanent

### Overall Purpose of the Role

The Maintenance Officer plays a vital role in ensuring the school premises are safe, secure, clean, compliant and well-maintained. The post holder will be responsible for the day-to-day security, maintenance and presentation of the school site and grounds, supporting the smooth running of the school and helping provide a safe and welcoming environment for pupils, staff, parents and visitors.

### Context

Great Sankey Primary School and Nursery is a thriving school serving approximately 350 pupils and employing around 55 staff. The Maintenance Officer is an integral member of the school team, ensuring that buildings, grounds and facilities are maintained to a high standard throughout the year.

The role requires flexibility, including working during some school holiday periods, attendance at training sessions and occasional call-outs outside normal working hours where necessary. Holidays should be taken during school closure periods.

### Key Responsibilities

#### 1. Security of the School Premises

- Open and secure the school premises on designated days throughout the year.
- Ensure all buildings, gates, doors, windows and storage areas are locked and secured.
- Set and monitor intruder and fire alarm systems.
- Ensure the premises are vacated before locking up unless instructed otherwise.
- Act as a designated key holder and attend emergency call-outs when required.
- Support the monitoring and identification of visitors, contractors and other site users.
- Respond appropriately to incidents affecting site security, including vandalism and damage to property.

#### 2. Site Management and Supervision

- Maintain cleanliness and tidiness of designated areas of the school both internal and external.
- Empty internal and external waste and recycling bins daily.
- Remove litter and debris from school buildings and grounds.
- Clean internal and external windows as required.
- Work independently during school holidays and out-of-hours periods, following lone-working procedures.
- Maintain records and update compliance tasks using the school's health and safety management system, iAM Compliant.

### **3. Maintenance and Repairs**

- Carry out general repairs and maintenance tasks that do not require specialist qualifications.
- Deal with minor plumbing issues including blocked drains and toilets.
- Monitor and maintain lighting, replacing bulbs and tubes where required.
- Monitor heating systems and support energy-efficient operation of the site.
- Ensure drains, gullies and external areas remain clear and safe.
- Remove snow and ice from pathways, entrances and playground access points in accordance with school procedures.
- Undertake basic decorating and preparation work as directed.
- Ensure classroom clocks and other routine equipment remain operational.
- Monitor utility meter readings and report information as required.
- Support and monitor scheduled maintenance carried out through external contractors and service agreements.

### **4. Portage Duties**

- Accept and sign for deliveries where relevant.
- Safely transport equipment, furniture and resources around the school site.
- Assist with room setups, events and school activities.
- Move furniture and equipment in accordance with safe manual handling procedures.

### **5. Health and Safety**

- Carry out and record daily, weekly and monthly health and safety checks using the school's iAM Compliant online system.
- Complete and maintain compliance records through the school's online systems.
- Conduct water hygiene, fire safety and other statutory site checks.
- Act as Fire Warden and support the organisation of fire drills.
- Respond promptly to health and safety issues reported by staff.
- Safely clean and dispose of bodily fluids and hygiene-related waste.
- Monitor the work of contractors and ensure completed works meet expected standards.
- Report hazards, recommend improvements and assist with implementing actions arising from audits, inspections and risk assessments.
- Support compliance with all relevant health and safety legislation and school policies.

## **6. Contractor and Compliance Management**

- Liaise professionally with contractors carrying out works on site.
- Assist in coordinating statutory inspections and servicing programmes.
- Ensure contractor visits are appropriately recorded and monitored on iAM Compliant.
- Verify completed works before signing off where appropriate.
- Support the school in maintaining compliance with all estate-related statutory requirements.

## **7. Grounds Maintenance**

- Carry out basic grounds maintenance activities including weeding, pruning and tidying.
- Maintain borders, pathways and perimeter fencing areas.
- Undertake planting and seasonal maintenance tasks as required.
- Help ensure the external environment is safe, attractive and welcoming.

## **8. Training and Professional Development**

- Attend mandatory and role-specific training.
- Participate in health and safety, manual handling, ladder safety and other relevant training.
- Share knowledge and good practice with colleagues where appropriate.
- Attend trust estate management meetings as required.

## **9. Customer Care**

- Treat pupils, parents, carers, staff, visitors and contractors with courtesy and respect.
- Promote and uphold the values, ethos and reputation of Great Sankey Primary School and Nursery.
- Maintain a professional appearance and conduct at all times.
- Contribute positively to the wider life of the school community.

## **General Responsibilities**

The post holder will:

- Work in accordance with school policies and procedures.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Ensure equality, diversity and inclusion are promoted in all aspects of the role.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Headteacher.

**This job description is intended as a guide to the main responsibilities of the post and may be amended in consultation with the post holder to meet the changing needs of the school.**