

JOB DESCRIPTION

Role Title	Department	Reports to
Site Assistant	Site	Operations Manager

PURPOSE

Maintain clean, safe and secure school premises, including buildings and grounds.
 Carry out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs.
 Assist with the supervision of external contractors.
 Promote health and safety around the school.
 To carry out any other reasonable requests, at the discretion of the Operations Manager and/or Headteacher, to meet the changing demands of the school.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

General duties

Carry out the day-to-day security and maintenance of the school buildings, fixtures and fittings, grounds, plant and machinery.

Provide a safe, secure, clean, welcoming and stimulating environment for all members of the school community.

Ensure that all health and safety requirements are complied with.

Assist in planning and preparation for lettings and out-of-hours school events e.g. setting up, dismantling of furniture and equipment, etc.

Carry out portage duties, such as moving furniture and equipment around the school.

Assist in monitoring the work of contractors, ensuring high standards of work at all times.

Sustainability

In line with the sustainability principles of the school, support with arrangements for recycling, monitoring of water and energy consumption and promote efficient and sustainable practice.

Identify opportunities for further sustainable development linked to the site and premises.

Cleaning

Oversee the work of the external contract cleaning staff and carry out daily cleaning and ad-hoc duties, such as litter picking, cleaning up spillages in an emergency and arranging the disposal of waste.

Assist with arranging and overseeing an annual deep clean of classrooms, staffrooms, kitchen, dining areas, office spaces and other frequently used spaces on school premises.

Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.

Security

As a key holder, take responsibility for the security of the school, maintaining a rigorous routine of locking and unlocking of the building and grounds (including out-of-hours when necessary).

Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.

Assist in ensuring that emergency calls outside of normal school hours are addressed and resolved efficiently.

Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

Health and safety

Undergo all relevant training e.g. PAT testing, Manual Handling, Working at Height, Health and Safety.

Promote and demonstrate health and safety regulations and safe working behaviour, acting as a model of best practice to other members of the school community, including external contractors.

Assist in ensuring the school is legally compliant with statutory inspections and maintenance (including, but not limited to, legionella, fire, PAT testing, play equipment, safety equipment, etc.)

Assist with weekly testing of the fire alarms, ensuring equipment is maintained and checked regularly and manage fire evacuation practices.

Provide safe access to the school in adverse weather conditions.

Ensure contractors and external visitors comply with security and health and safety while on school premises.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

Security

Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying visitors of safeguarding and safety procedures.

Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Professional development

Take part in the school's appraisal and performance management procedures.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

Working with colleagues and other relevant professionals

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues in other schools, sharing knowledge and expertise and working collaboratively.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to the Watling Primary School Staff Code of Conduct.

Safeguarding and Child Protection

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

PERSON SPECIFICATION

E – Essential
D – Desirable

Qualifications/Education	Relevant training e.g. Coshh, Health and Safety, Working at Height, Manual Handling. PAT testing (D) <u>First Aid training, or a willingness to complete this (D)</u>
Experience	Previous experience of working in a similar role in a school environment or other educational setting. (E) Experience of caretaking, building maintenance, cleaning work and general DIY. (E) Experience of maintaining buildings, grounds, plant and machinery. (E) Experience of working with external contractors. (E)
Knowledge and skills	Basic DIY and building maintenance skills. (E) Good knowledge of health and safety and security regulations in schools. (E) The ability to work flexibly, independently and as part of a team. (E) The ability to plan, organise and prioritise, responding quickly and effectively to issues that arise. (E) High standards of oral and written communications skills. (E) The ability to plan, organise and prioritise to meet deadlines and to work under pressure. (E) The ability to use own initiative and take action accordingly. (E) Excellent attention to detail. (E) Competent user of IT packages, including word processing and spreadsheets. (D) A sound understanding of data protection and confidentiality. (E) Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E) Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)
Physical requirements	Reasonable levels of fitness to be able to effectively carry out the duties of the job. (E) Ability to carry out some manual handling and lifting. (E) Ability to safely carry out work at high levels using appropriate equipment. (E)
Particular aptitudes Personal skills	An alignment with the values of The Watling Way. (E) High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E) A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E) An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)

	A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D) A brave approach to embracing innovative ways of doing things. (E)
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Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT:

SIGNED:

DATE: