



#### **Key Responsibilities**

##### **Site Security & Key Holding**

- Act as the main key holder with overall responsibility for the security of the premises, including out-of-hours access, emergency call-outs, extended school provision and lettings.
- Ensure that buildings and the site are secure at all times, taking remedial action where required. Liaising with lettings team and site team to ensure locking and unlocking at both ends of the day are arranged.
- Identify and train a suitable second key holder to cover periods of absence.

##### **Premises Maintenance & Upkeep**

- Undertake a range of maintenance, repairs and redecoration work to maintain a high standard of repair and presentation across the school.
- Carry out regular inspections of the buildings, grounds, fixtures and equipment, reporting findings and taking appropriate action.
- Maintain a safe, clean and well-presented internal and external environment, including litter picking, gritting, graffiti removal, waste management and keeping drainage systems clear.
- Be able to work at height and undertake general DIY duties.

##### **Health & Safety Compliance**

- Carry out routine health and safety checks including fire safety, emergency lighting, water hygiene (Legionella), and other statutory compliance requirements, maintaining accurate records.
- Ensure duties are carried out in line with health and safety regulations, identifying hazards and reporting serious concerns immediately.
- Take an active role in organising and completing any remedial works necessary.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.

##### **Estates Systems & Equipment**

- Operate, monitor and maintain building systems including heating, lighting, security systems (CCTV, alarms) and other plant and equipment to ensure efficiency and economy, with particular attention to energy conservation.
- Ensure specialist equipment (e.g. lifts, staging, sports equipment) is maintained and safely operated following training.
- Carry out meter readings and monitor utility usage where required.

##### **Contractor & Works Management**

- Arrange and oversee maintenance and repair works carried out by contractors, ensuring safe working practices, best value and quality standards are met.
- Gather quotations and present in a readily comparable way to the Business Manager for approval.
- Follow up on incomplete or unsatisfactory work and ensure timely resolution.

## **Cleaning & Site Staffing**

- Supervise cleaning and site assistant staff (or monitor external contractors where applicable), ensuring standards are maintained and issues addressed.
- Provide cover and support during staff absence or where additional cleaning is required.

## **Logistics & Operations**

- Receive and manage deliveries, ensuring appropriate storage and distribution.
- Monitor stock levels and order supplies as required (cleaning materials, maintenance supplies, etc).
- Undertake general portage duties, including moving and setting up furniture and equipment.
- Ensure school minibus safety inspections are arranged and completed where applicable.

## **General Responsibilities**

- Contribute to the overall ethos, values and aims of the school.
- Treat all users of the school with courtesy and consideration, providing a high standard of customer service.
- Present a positive and professional image, supporting a welcoming and inclusive environment.
- Work collaboratively with colleagues, contractors and other professionals.
- Attend relevant meetings and participate in training and development as required.
- Comply with safeguarding, child protection, confidentiality, health and safety and other relevant school policies.

## **Decision Making**

- Maintain a proactive and solutions based ethos, taking ownership of the role and its responsibilities.
- Prioritise and manage workload in liaison with the Business Manager to meet operational needs.
- Respond appropriately and independently to emergency situations.

## **Contacts and Relationships**

- Business Manager and Senior Leadership Team
- Site and cleaning staff
- Contractors and external agencies
- Staff, pupils, governors and wider school users

## **Physical Requirements**

- Regular bending, lifting and manual handling (e.g. maintenance, furniture, deliveries).
- Working at height (ladders)
- Exposure to outdoor conditions, dust and environmental factors as part of the role.

## **Skills and Competencies**

- Proven experience in premises or site management
- Strong working knowledge of health and safety procedures
- Ability to identify and respond to maintenance and operational issues
- Good organisational and record-keeping skills
- Ability to supervise staff and manage contractors effectively

- Competent IT skills (proficient in both verbal and written communications, use of email and MIS systems to record data)
- Good communication and interpersonal skills
- Ability to work independently and respond to emergencies

### **Qualifications and Experience**

- Relevant experience in a similar role (school experience desirable)
- Level 2 qualification or equivalent practical/technical skills (desirable)
- IOSH or equivalent health and safety training (advantageous)
- Full driving licence (essential)