# Purpose of the Job

Responsible to the Headteacher and School Business Manager for the efficient performance of their duties in relation to the maintenance, security and safety of the site/school.

Main Duties and Responsibilities

1. Reporting to the Headteacher and School Business Manager evidence of major and minor defects.
2. Carrying out minor repairs to the site such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change tap washers, replace light diffusers etc.
3. In liaison with the Headteacher and School Business Manager to order and supervise day to day repairs for approved contractors ensuring they are carried out to the correct standard.
4. Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
5. Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testings and evacuations.
6. As delegated by the Headteacher and School Business Manager, monitoring the standards of the cleaning and grounds maintenance contractor, reporting defects to the central management team.
7. Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
8. Ensures that the contractor carries out specialised cleaning at the relevant times.
9. In liaison with other school based staff operates the lettings system, ensuring that facilities are provided at the agreed level and that the areas let are returned to their normal use on time.
10. In liaison with the school staff to maintain stock records as required.
11. In liaison with the Headteacher and School Business Manager, takes step to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
12. Is a registered key holder and ensures the security of the premises as delegated by the Headteacher and School Business Manager.
13. Transports monies to and from the bank as necessary.
14. Keeping records of water testing (Legionella testing etc).
15. Implementing risk management policies as directed by the Headteacher and School Business Manager.
16. Taking steps to keep the premises free from infestation from pests and vermin.
17. Reporting to the Headteacher and School Business Manager any spend against agreed budgets.
18. Moving and distribution of furniture, equipment and stores as required.
19. Carrying out any other duties appropriate to the grading level as required by the Headteacher and School Business Manager.
20. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
21. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
22. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

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| **Knowledge and Experience** |
| Knowledge of health and safety regulations in relation to the post | Desirable |
| Experience of managing others, instructing and communicating expectations | Desirable |
| An understanding of maintaining security in a public building | Desirable |
| Knowledge, experience and understanding of the day to day management of a public building, eg heating, lighting and maintenance | Desirable |
| Knowledge of the organisation and administration structure of a school | Desirable |
| Experience of dealing with* Primary school children
* Members of the school community
* School visitors
 | Desirable |
| **Skills** |
| Physical fitness appropriate to the tasks in the job description. | Essential |
| Practical/handyperson skills necessary to undertake general building maintenance, minor repairs and porterage duties. Skills in plumbing, electrical work, painting and joinery to a reasonable DIY standard | Essential |
| Ability to follow instructions, organise and prioritise workload and communicate effectively with all members of the school community. | Essential |
| Ability to be self-directed and motivated and work on own initiative. Ability to work with minimum supervision and to manage staff and programmes of work | Essential |
| Ability to write up all relevant paperwork, eg timesheets, job reports, incident reports and work to deadlines | Essential |
| Patience and an ability to work towards deadlines, even under pressure. | Essential |
| An ability to prioritise tasks, plan ahead and report on faults and repairs and other needs. | Essential |
| An ability to respond calmly to emergencies – even outside the normal working hours. | Essential |
| **PERSONAL QUALITIES** |
| Understand that all adults who come into contact with pupils in their work have a duty of care to safeguard and promote their welfare | Essential |
| Understand that the good order of the school and grounds has a positive impact on the learning of the children  | Essential |
| Be able to display total honesty, integrity and reliability. | Essential |
| Ability to manage the site and use initiative to deal with challenges that the job can present. | Essential |
| A willingness to be helpful and support staff and school in practical ways. | Essential |
| A sense of humour and affable nature and show courtesy and respect for others | Desirable |
| Ability to attend call-outs and work outside normal hours, when required. | Essential |
| Willingness to undertake training. | Essential |

**Person Specification – Premises Assistant**