

**SCHOOL PREMISES STAFF (CARETAKING, FACILITIES MANAGER,
SITE SUPERVISION & CLEANING)
EVALUATED AT GRADE 6**

LEVEL 3

Under the guidance of appropriate senior staff :

be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior

TASKS - MAINTENANCE

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake cleaning and specialist cleaning tasks as required
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors
- Ensure that specialist sports equipment are maintained in accordance with specified standards
- Supervising of other cleaners
- Provide training for premises staff

KEY ACTIVITIES – RESOURCES
<ul style="list-style-type: none"> ● To advise on matters relating to energy control and conservation. Ensuring correct invoicing re meter readings etc ● Contribute to planning, development and organisation of systems/procedures/policies ● Set up and manage a schedule of routine tasks relating to the servicing and maintenance of the site – including emergency maintenance ● Be responsible for maintaining records, information and data, producing analysis and reports as required ● Create and maintain a purposeful, orderly and productive working environment ● Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials ● To undertake safety audits of the premises and assist with relevant risk assessments as required ● Promote and ensure the health and safety of pupils staff & visitors at all times
KEY ACTIVITIES –ORGANISATION & SUPERVISORY/MANAGERIAL
<ul style="list-style-type: none"> ● Demonstrate and assist in the safe and effective use of specialist equipment/materials ● Provide specialist advice and guidance as required ● Porter duties e.g. delivering mail, moving furniture and equipment ● Assist in the management, administration and operation of lettings system ● Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required ● Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification ● Mini bus - Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required ● Liaison with the school meals contractors in relation to their use of the site and provision of their service. ● Manager inventory of site equipment and resources ● Manage own workload and that of other premises staff including arranging cover when needed ● Flexibility of hours to accommodate contractors work sometimes out of school hours. ● Flexibility to work across other school sites as required ● Carry out appropriate administration tasks to support efficient management of site
RESPONSIBILITIES
<ul style="list-style-type: none"> ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person ● Contribute to the overall ethos/work/aims of the school ● Participate in training and other learning activities as required ● Recognise own strengths and areas of expertise and use these to advise and support others ● Assist in the supervision, training and development of staff ● Ensure compliance by self and others with all health and safety policies and procedures ● Ensure safe use by self and others of equipment and materials ● Establish constructive relationships and communication with contractors and other agencies/professionals ● To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget ● Attend and participate in regular meetings ● Treat all users of the school with courtesy and consideration ● Present a positive personal image, contributing to a welcoming school environment supporting equal opportunities for all ● Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Experience	<ul style="list-style-type: none"> ● Practical handy person experience - essential ● Caretaking/cleaning/site-keeping experience in a school or similar environment
Qualifications/ Training	<ul style="list-style-type: none"> ● Driving licence – essential and willingness to drive mini bus ● Willingness to undertake induction training ● NVQ 3 OR equivalent qualification desirable ● Good numeracy/literacy skills / GCSE (or equiv) Maths and English ● Good, clear effective communication skills – written and verbal ● Specific training in specialist area
Knowledge/Skills	<ul style="list-style-type: none"> ● Good IT skills and willingness to develop knowledge of use of ICT and other specialist equipment/resources ● Working knowledge of relevant policies/codes of practice/legislation ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Knowledge of Health & Safety procedures and precautions ● Knowledge of COSHH regulations ● Awareness of health and hygiene procedures ● Knowledge of moving and handling procedures ● Willingness to participate in development and training opportunities ● Team-leading skills ● Flexibility of working hours when needed