



JOB DESCRIPTION

To provide maintenance and general security on school premises thereby ensuring a safe working environment

Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of school buildings
- Register as main Key Holder and be a point of contact in an emergency callout situation
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Security mark new equipment.

General

- Ensuring that external rubbish is stored appropriately
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example)
- Appropriate painting and redecoration.
- General portage duties and moving of furniture
- Assisting teaching staff with simple tasks as requested
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register
- Emergency cleaning in areas as necessary from time to time
- To design and create exciting play areas and apparatus for the smallholding
- To deal with the animal of the smallholding

Grounds Maintenance

- Daily check of roofs for pooling, loose tiles, plant growth etc.
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Ensure all grassed areas are mown as appropriate and sports fields marked as necessary.
- Sweep appropriate play area, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances. To keep hard surface areas free from moss or weeds, to clear gullies, grates drains etc.

Heating, Lighting and Water

- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water meters as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.



- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters

Swimming Pool

- Daily maintenance of the school's swimming pool when it is in use
- Keeping appropriate records and logs
- Ensuring adequate chemicals are ordered.

Transport

- To assist in maintaining the school's vehicles and ensure they are available when required.
- To carry out driving duties when required.

- Any other work requested by, and deemed appropriate by, the Principal or Bursar

Terms and Conditions

37 hours per week

20 days leave per year to be taken during school holiday periods.

1 month's notice required

Some overtime may be required

PERSONNEL SPECIFICATION

ESSENTIAL REQUIREMENTS

1. Skills and knowledge

Well developed sense of responsibility
Able to work on own initiative as well as a member of a team
Adaptable and self motivated
Well organised
Able to prioritise tasks
Literate
Nurate
Articulate and communicative
Outgoing and pleasant
Aware of Health and Safety issues
Have a clean current driving licence

2. Experience/Qualifications/Training

Trade background / Experience in DIY/practical skills
Wide general maintenance experience
Experience of dealing with children

3. Work related circumstances

Willingness to work in the evening and at weekends occasionally
Ability to cope with the physical demands of the job eg lifting carrying
Good health record - good timekeeping
Be aware that this position requires work with children and animals

Salary £19,000 pa

May 2010