**Name:**

**Responsible to:** Facility Manager

**Band:** Band 2 full time

**Responsible for**

* Strategic planning and operational management of your responsibilities.
* To contribute to the smooth running of the School by providing effective caretaking duties, maintenance, Health & Safety and security of the site and related resources.
* Challenge Support and Inspire students in all aspects of the care and guidance that you provide

***Purpose:***

* To enforce the school’s vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance and punctuality
* To assist the Headteacher and the Leadership Team in the overall management and development of the school.

**Key Responsibilities:**

* Act as key holder and carrying out security procedures for the buildings and grounds including closing of all windows and locking of doors. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
* Attempting to prevent unauthorised access onto the school premises or grounds.

## Caretaking and maintenance

* Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
* Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
* To carry out caretaking and maintenance tasks as directed by the Site Supervisor or Facilities Manager
* To carry out first line repairs and maintenance:-
* plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
* redecoration as appropriate;
* plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
* carpentry work, fitting doors, repairs to toilet cubicles, shelving etc;
* fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
* Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level
* Delivery of stores, materials and other goods and their conveyance to their points of distribution.
* Move/relocate furniture and equipment as required or functions, assemblies, exams etc.
* Ensuring that all caretaking equipment is in a safe and working condition and informing the Site Supervisor/ Facilities Manager of any defects
* Preparing the school premises and site for out of school activities and clearing up after these activities
* Testing portable electrical equipment if trained and accredited to do so.
* Ensure the school minibus checks are carried out and any defects are reported to the Site Supervisor/Facilities Manager
* Ensure the site is clean and tidy at all times
* Such other duties as may be required by the Headteacher.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

**Health & Safety**

* Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking issues) in liaison with the Health and Safety Officer for the School.
* Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.

**General**

* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

**Communications**

* To communicate effectively with the parents of students, students, staff and other stakeholders effectively where required.
* To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

**Staff Development and Wellbeing**

* To take part in the school’s CPD programme where appropriate
* To continue personal development including subject knowledge
* To engage actively in the Performance Management Review process
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Care Guidance and Support**

* To promote the general progress and well-being of individual students
* To apply the Behaviour for Learning policy so that effective learning can take place.

**General Duties**

* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s corporate policies and to comply with the school’s Health and safety policy and undertake risk assessments as appropriate
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

**Health and Safety**

* Have due regard for the school Health and Safety policy and any such issues particular to their subject.
* Follow school procedures for reporting Health and Safety incidents.
* Familiarise themselves with fire regulations and procedures.
* Have due regard for student safety and report any concerns to the appropriate school body.

**Accountability and discretion**

* To take and be accountable for all decisions made within the parameters of the job description

**STANDARDS**

* The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**Notes**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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| Signed: |  | Post Holder |  |
|  |  | Line Manager |  |
|  |  | Head of School |  |