Job Description and Person Specification

Reports to: Premises Manager

Start date: 1st September 2017

Salary: 8 hours per day, term time only, plus 2 weeks in summer - £8.50 per hour

# The Role

To enhance the school’s vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Avanti House is an all-through 4-19 school which opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. When full, in around 2020, it will provide for 1680 students; projected currently to be the largest Free School in the UK.

Avanti House is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time as the school settles down onto two sites – one for primary and one for secondary.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will ***not be required to present themselves*** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

The successful candidate will likely to have at least three years’ successful experience in a supporting role within a school.

#  Key responsibilities

# Main Duties and Responsibilities

# *Good Order and Maintenance in the School Premises and Grounds*

* Responsible for ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school.
* Ensure that the school is open and closed at the designated times and check that all is in order.
* Identify and maintain a record of repairs and report appropriate information to the Principal
* Work in co-operation with the Premises Manager concerning the relevant budget for repairs, cleaning and site and grounds maintenance.
* Monitor the consumption of gas, electricity and water.
* Clean an agreed area of the school and additional cleaning tasks during the school holidays.
* Identify/cost and maintain the stock of utilities/resources (e.g. soap, towels, toilet paper, etc) and be responsible for ordering these within the agreed budget.
* Maintain the grounds in a clean and tidy condition, including sweeping (clearing litter from car park, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves, etc.)
* Assist with the dining arrangements as required.
* Undertake minor repairs, improvements, decoration of the school site, within the range of own individual skills and capacity including during the school holidays and during periods of overtime.
* Supervise /monitor cleaning staff to ensure that the buildings are cleaned to a high standard as the school grows.
* Complete all relevant administrative work (e.g. monitoring forms, timesheets, annual leave forms etc) and forward to the appropriate person.
* Responsible for the good working order of school furniture, equipment and fittings.
* Identify and purchase in liaison with the Premises Manager, necessary furniture, fittings, equipment and tools.
* Maintain accurate records of caretaking and cleaning tools and equipment.
* To give access to maintenance contractors and monitor and ensure safe working practices, having particular regard to correct working practices.
* Monitor and ensure the quality of the work being done, alerting senior staff as appropriate when a problem occurs.

# *2. Health and Safety*

* To monitor and implement all elements of the Health and Safety Policy in accordance with premises requirements and any legislative/Ofsted guidance, including the risk assessment process.
* Ensure that record keeping is rigorous and robust and in accordance with legislative guidance in the area of Health and Safety.
* Ensure the safety of the site and the people on it at all times. Ensure that the buildings are secured after use, both internally and externally and the parking arrangements at the beginning and end of the day are in accordance with safe practice.
* Ensure that all valuable equipment is in an alarmed area.
* Responsible for maintaining records of any hazardous materials on the school site and ensuring that Health and Safety guidelines are followed.
* To attend or deliver any relevant training for staff in the area of Health and Safety.
* Assist the Premises Manager and provide cover for staff whilst they are away or out on training, to ensure Health and Safety standards are met.
* To ensure reporting procedures to the HSE are in accordance with any LA guidance.

# *3. Supporting the Learning Environment – Teaching and Learning*

* Have a visible presence when on duty for open evenings, concerts, etc. to help ensure staff/pupil and parent safety.
* To assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils.
* To assist teaching staff where possible with any relevant Teaching and Learning activities to raise awareness of Health and Safety issues across the school.
* To undertake such other associated duties as may be required by the Principal/Deputy Principal or Finance Director or designated nominee.
* To read, understand and adhere to the school’s policies and procedures, particularly in relation to child protection, Health and Safety and Behaviour Management.

# *4. Security*

* To act as a nominated alarm contact for the school.
* To ensure that the school’s security system is maintained at all times.
* To keep a record of members of the school community that may have access to the school. e.g. keys, forbs, swipe cards etc.
* The Premises Manager and Finance Director are on call 24hrs if there is a serious problem at the school.
* Under the direction of the Premises Manager/Finance Director, find suitable cover whilst He/She is on holiday.
* To make sure that all visitors and new members of staff are given a proper induction into the school’s fire and safety procedures.
* To supervise and direct parents and staff where necessary especially when we have open days or events in the school.

# Person Specification

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| **Notes** |  | **Met** | **Essential Criteria** |
|  |  | A | Successful track record of Maintenance with exemplary Health and Safety provision of a large building |
|  |  | A/I | Ability to demonstrate the Hindu Ethos, Imbibe and follow the Schools Vision Mission statement in words, action and speech. |
|  |  | A/I | A good understanding of Hindu etiquette and behaviour in different spaces especially the worship area. |
|  |  | A | A successful track record in Safety and Security of building Premises and its Contents |
|  |  | A | Experience of Safety and Security of the School Premises and its Contents |
|  |  | A | Experience of maintenance of Furniture and Equipment. |
|  |  | A | Undertake cleaning to High Standards |
|  |  | A | Experience of purchasing resources according to best value |
|  |  | A | Experience of leading staff in maintenance and Cleaning and Supervision of Staff |
|  |  | A/I | To work with colleagues, pupils and visitors in a positive mood of team work and co- operation. |
|  |  | A/I | Highly Motivated individual who is flexible, adaptable and able to harness the opportunities available to develop knowledge, skills and understanding as the school grows. |
|  |  | I | To undertake training |
|  |  | A | Qualifications related to Building Maintenance |

Key: Application (A), Interview (I), Test (T)

**Selection Process**

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy) is **noon** on **30th June 2017**

Completed applications should be signed and returned to Mrs. Nilam Panjwani, Avanti House School, Beaulieu Drive, Pinner, HA5 1NB.

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: **Mrs. Nilam Panjwani (HR Officer)**