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| **Purpose:** | To assist the site manager with the cleaning, maintenance and development of the school premises and grounds |
| **Reporting to:** | Site Manager |
| **Liaising with:** | Principals, Academy Leadership Teams, Teaching/Support staff, Parents and any other relevant external agencies/contractors |
| **Working Time:** | 37 Hours per Week – plus additional overtime at weekends |
| **Contract Type:** | Permanent |
| **Salary:** | Band C |
| **Location:** | Based at Grace Academy Solihull |
| **Duties:** | * Acting up to the position of Site Manager during the absence of the post holder * Ensuring that all work is undertaken in accordance with general and specified Health and Safety requirements * Completing appropriate paperwork for tasks listed * Undertaking other appropriate duties the Site Manager and or ALT may assign in order to maintain the effective day to day operation of the premises * The opening and closing of the school premises, this will include de-activating/activating alarms, unlocking and locking gates. Checking at the end of the day that all staff have vacated and that all windows and doors are locked and lights and electrical equipment are turned off * Checking that the premises have not been damaged. Routine daily checks such as fire alarms, water temperatures, pull cords etc. * Ensure the safe-keeping of the keys to the premises * Providing access to the school for authorised personnel, emergency services outside the normal working hours in an emergency (on a rota basis) * Following appropriate action with trespassers and alerting the school SERT team and Police if appropriate * Assisting with inspections on Health and Safety matters to ensure compliance * Supervising lettings, to include setting out equipment/furniture, cleaning and monitoring security and the condition of the toilets. Securing the site at the end of the letting. * Undertaking designated cleaning duties, ensuring that the school grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods * To monitor the standards of cleaning being carried out by the cleaning team and report back to the Site Manager * Supervision of cleaning staff when required * Carrying out emergency cleaning measures as necessary following storms, break in’s, vandalism and body spillages * General gardening and maintenance of grounds, including lawn and hedge cutting * Litter picking, cleaning and emptying bins * Cleaning internal and external windows and glazed areas * Regular checks and inspections on all areas of the academy and its grounds (including equipment) * General maintenance/repair and decorating tasks * General porterage duties including the setting up of tables/equipment etc., the checking and delivery of goods received * Snow and ice clearance on pedestrian areas as required * Liaising with, escorting and supervising contractors on site as required * Driving the minibus when required |
| **Essential Qualifications and Skills** | * Previous experience in the management and or maintenance of buildings/grounds * Excellent practical skills to meet the repair and maintenance requirements of the role * Experience of working with contractors and outside agencies * A willingness to work unsocial hours * The ability to work within a team * A commitment to Health and Safety practices and the welfare of children * A current full driving license |
| **Desirable Qualifications and Skills** | * Experience of working around children * Knowledge of emergency procedures |
| **Professional Behaviour:** | * To maintain high standards of professional behaviour towards colleagues and students * To lead by example and to follow the Academy’s dress code and code of conduct * To carry out duties in a friendly, helpful and professional manner * To have a flexible approach * To support the Academy’s aims and to understand and carry out its policies |
| **Personal Development:** | * To take responsibility for improving knowledge of health and safety legislation * To attend any training as deemed appropriate |
| **Assessment:** | * To continue personal development as agreed in performance management * To engage actively in the performance review process * To address the performance management targets set by the line manager |
| **Other Specific Duties:** | * To play a full part in the life of the Academy community, to support its distinctive aim, policies, and to encourage staff and students to follow this example * To support the Academy in meeting its legal requirements |