

Pioneer Educational Trust

Job title	Premises Support and Key Holder (Upton Court Grammar School)
Pay and conditions	Salary Range: Grade 5, point 22-26 52 weeks Hours: Monday – Friday; 45 hours per week 7.30am to 6pm, 30 minute break (unpaid), one hour for lunch (unpaid)
Line Managed By	Senior Facilities Officer
Notice Period	8 weeks
Primary location:	Upton Court Grammar School, but there may be occasions where you would be required to work at another school within the Trust, in particular during periods of closure.

JOB PURPOSE

- Under the direction of the Senior Facilities Officer, ensure that the school buildings and site are kept in excellent order to support learning and facilitate the effective running of the school
- Support the ethos and aims of Pioneer Educational Trust

The Premises Support and Key Holder is responsible for:

- Ensuring that the site and grounds are maintained in a safe, clean and orderly condition as required
- Assisting in the co-ordination of Health and Safety ensuring that regulations are followed and adhered to throughout the school
- Undertaking such tasks as may be necessary for effective site management including undertaking various portering, administrative and lettings duties
- Working with the Senior Facilities Officer to develop and maintain an effective cleaning provision, which is regularly reviewed to ensure that the school's needs are met
- Line management of cleaning staff including their induction, training and motivation
- Promoting and ensuring a strict adherence to all procedures including Health & Safety requirements and Control of Substances Hazardous to Health (COSHH) regulations
- Ensure that programmes of work are coordinated and managed effectively across the school site

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

- Keep outside areas clean and clear of litter leaves and other rubbish
- Carry out day-to-day maintenance and minor repairs
- Ensure site security
- Ensure H&S procedures and checks are carried out and recorded according to the Trust policies
- Communicate with the Head on any maintenance issues that affect the smooth running of school

Cleaning

- Ensure that internal and external security requirements are followed by the cleaning team
- Be involved in the recruitment of cleaning staff as required
- Line manage, supervise, monitor and review the work of the cleaning team to ensure that standards are met and maintained
- Reallocate staff as necessary in order to react to emergencies and ad-hoc requests from Line Manager or Trust SLT
- Plan and establish cleaning procedures, rotas and standards through hands-on supervision of cleaning staff in order to achieve efficient and required levels of service and cleanliness

- Monitor and order stock to ensure that sufficient levels of cleaning materials and equipment are maintained at all times
- Ensure that cleaning staff wear protective clothing where necessary and that all equipment is in sound working order and that cleaning substances are in safe containers and diluted to correct proportions
- Liaise with the Senior Facilities Officer regarding the maintenance, repair and replacement of cleaning equipment
- Under the direction of the Senior Facilities Officer, complete Health and Safety risk assessments for areas of responsibility
- Ensure that appropriate equipment, materials and detergents are used for designated areas
- Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area
- Ensure that hazardous / infectious solutions and materials e.g. broken glass are disposed of in accordance with agreed safe working practices, removing waste to designated areas
- Ensure that rubbish and waste does not block access points within the school
- Assist in the moving and replacing of furniture as required
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- Assist in reviewing suppliers of cleaning materials and equipment in order to ensure value for money
- Make arrangements for litter to be collected from school grounds
- Undertake and assist with the organisation of seasonal duties as required e.g. cleaning to be completed during school holidays or during inclement weather
- Maintain attendance for cleaning staff, including ensuring staff follow the school's procedures for absence reporting and management

Building Maintenance

- Assist in ensuring maintenance and functioning of the school's heating and utility systems / services
- Carry out repairs of school equipment, excluding electrical equipment
- Personally undertake a range of minor repairs and maintenance tasks which are within the post holder's competence and identified as such, arranging for other repairs to be carried out and organising emergency response to any damage/fault under the direction of the Senior Facilities Officer
- Assist with redecoration, building and maintenance works on the site and monitor work of external contractors
- Order and maintain stocks of materials, equipment and protective clothing as required
- Organise and / or personally undertake the removal of snow and other obstructions from entrances, steps, access pathways etc. maintaining adequate stocks of salt and sand
- Replace fluorescent tubes, diffusers, light bulbs and coverings as required
- Maintain and clear debris from all low level rain-water gullies / gutters and drains
- Notify appropriate agencies of issues and make necessary arrangements for pest / vermin control
- Undertake Legionella checks in line with statutory requirements
- Maintain the water log book ensuring all checks are recorded accurately
- Inspect and monitor fire safety equipment arranging replacement equipment as required.
- Maintain the fire log book ensuring all checks are recorded accurately
- Maintain an up to date location plan of all turn valves / switches for utilities
- Assist in the building of furniture, the putting up of fencing and display boards, and the installation of equipment as required

Security

- Act as a Key Holder, controlling site keys and routine and non-routine opening
- Open and lock up the school when required ensuring that all security procedures are followed
- Report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly
- Ensure that appropriate signs and notices are displayed and kept up to date

- Be responsible for the security of the site and grounds including liaising with other stakeholders in respect to arrangements as per school policies and procedures
- Assist with the evacuation and search of the school premises as required liaising with the senior leadership team

Porterage

- Ensure deliveries to the school are correctly accepted, securely stored and distributed
- General porterage duties, set up and clear areas (hall, classrooms etc) by transporting furniture and equipment

Professional competence and behaviour:

- Maintain professional knowledge and competence
- Provide a professional, up-to-date and purposeful service
- Be responsible for your professional practice and decisions and take responsibility for identifying and meeting your development needs

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties

General

- Keep outside areas clean and clear of litter leaves and other rubbish
- When required, provide transport services by operating the Trust's minibus or catering van
- Undertake responsibility for all necessary administration relating to areas within post holder's remit
- Ensure that required risk assessment actions are completed as necessary and that any areas of concern are raised with the Senior Facilities Officer
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Participate in school emergencies as required
- Provide an effective first aid service when required to staff, students and school visitors at Upton Court Grammar School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Attend relevant meetings and training sessions
- Keep abreast of developments and changes in fields relevant to role and communicate to staff
- Seek, consider, and act upon professional support and advice as required
- Attend Trust events as required
- Keep up to date with relevant legislation and regulations including Health & Safety and Control of Substances Hazardous to Health (COSHH) developments

SAFEGUARDING

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

ADDITIONAL DUTIES

- To play a full part in the life of the Trust community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue professional development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are 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.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.