

Job Description

Responsible to:

Premises Manager

Salary:

FMAT Scale SC4

JOB PURPOSE

- To provide efficient and effective support to the academy; ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. To assist with evening and weekend events, as required. To comply at all times with the requirements of Health & Safety at Work Act 1974 and academy's Health & Safety policy statement. This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Premises Site Lead and the Trust Estates and Facilities Manager the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS

Specific responsibilities

- Responding to the day-to-day, routine and non-routine use of the buildings, preparing them for use (e.g. movement of furniture and equipment), including external functions.
- Take delivery of stores, materials etc., storing them securely and arranging for the internal transport of goods to their designated location.
- Ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to the Site Team Lead.
- Responding to the day-to-day, routine and non-routine use of the buildings, preparing them for use (e.g. movement of furniture and equipment), including external functions.



READY



RESPECTFUL



SAFE

Job Description

- Take immediate appropriate action in the event of a major incident e.g. fire, flood, gas escape, breaking and entering, or other major incident involving the emergency services.
- Test the fire alarm on a weekly basis, ensuring emergency exits are not obstructed, and maintain records of fire, burglar alarms and emergency lighting systems and report any defects to the Site Team Lead.
 - Avoid risks of water contamination, ensure that all hot and cold-water outlets are flushed after every holiday period and carry out appropriate Legionella checks.
 - In liaison with the Premises Site Lead be responsible for the accurate recording of meter readings on a monthly basis of all metered utility services.
 - Be responsible for the maintenance and up keep of student lockers. Nunc viverra imperdiet enim.
 - Maintain inventories of tools, equipment and supplies in your remit.
 - Routinely monitor and react to work related emails.
 - Monitor the work of contractors working on site and report any issues to the Site Team Lead.
 - Support with the monitoring of the helpdesk including updating tickets on job status, i.e. adding new jobs or marking jobs as complete.
 - Understand the relevant risk assessments in place on site and raise any amendments necessary with the Premises Site Lead.
 - Assist the Premises Site Lead with updating and monitoring records on the Trust's Health and Safety portal.
 - Provide holiday and absence cover across the Trust if required.
 - Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.
- Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
- Fire & Security
- On a daily basis, be responsible for daily opening and closing of the academy's buildings and grounds, including gates, doors, windows and the switching on/off of lights.
- Ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- Request that students leave the grounds, if unsupervised, where appropriate, out of academy hours. Prevent unauthorised trespass within the premises and unauthorised parking of vehicles.
- Be responsible for the security of the site and checks of the building outside academy hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
- Check on a weekly basis all automated gates and doors, reporting any faults to the Estates site Lead. adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Ensure that the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- Ensure that traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to the Premises Site Lead.
- Nominated Fire Marshall and First Aider.



READY



RESPECTFUL



SAFE

Job Description

Maintenance & Cleaning

- General repairs and maintenance of the academy's premises as directed by the Estates Site lead including reporting of any damage or defects.
- Be responsible for the cleaning of specified areas as advised by the Premises Site Lead.
- Liaise with the Premises Site Lead and external cleaning contract supervisor/managers as necessary ensuring the service level agreement is adhered to at all times.
- Responsible for cleaning/litter picking and clearance of refuse bins within designated areas of the premises.
- Arranging for the proper disposal of all refuse from site, including kitchens; ensuring the skip area is maintained and secured at all times and refuse does not overflow or create environmental or Health & Safety issues.
- Inform the Premises Site Lead of any identified problems with cleaning equipment and materials.
- Ensure that all hard surfaces are kept clear of potentially dangerous obstructions, that regular clearance schedules are followed to remove gutter obstruction and that storm drains are regularly inspected.
- Assist with keeping paths, pedestrian access and steps clear of snow and ice (ensuring stocks of grit/salt are maintained) and all areas clear of litter and weeds.
- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- Remove spillages and resultant stains from floors and other surfaces.
- Control and monitor the provision of toiletry and cleaning products including requisition, storage, stock levels and distribution of such items. Including the responsibility for replacement of paper towels, toilet rolls and soap in toilets on a daily basis.
- Carry out checks of the cleaning contractor's work ensuring that appropriate standards have been met.

Lettings/whole academy functions

- Act as point of contact for lettings and report any issues/concerns to the Premises Site Lead.
- Responsible for ensuring venues are fully prepared in terms of layout of

tables/seating, staging (if required) for all functions, open evenings, parent consultation evenings and other events; making sure catering is supplied to the appropriate venue as ordered including car parking duties.

- Secure premises at the end of the letting/function, ensuring the venue is cleared in preparation for normal use. Ensure that hirers leave the site safely and that the hire is left in the condition in which they found it.

Minibuses

- Ensure that the academy's minibus is inspected on a daily basis and any defects found are recorded and reported to the



Premises Site Lead along with the name of the last known driver.

- Install and remove disabled chairs to minibuses as required (training will be provided).
- Keep the minibuses cleaned and valeted routinely.
- Monitor the minibus booking system ensuring that fuel levels are maintained appropriately and that minibuses are available for use as planned and are controlled as necessary.
- To facilitate Minibus driving to suit the academy's requirements (training will be given).
- When the academy hires in a minibus make sure that all appropriate checks are made and logged using the appropriate form and processes to ensure the safety of staff and students at all times.

Job Description

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Trust Estates and Facilities Manager may from time to time determine.



READY



RESPECTFUL



SAFE