



## **Maintenance Officer**

### **Job Purpose**

To assist with the security of the premises and its contents, including being a registered key holder. Carry out cleaning of designated areas; and to undertake repairs and portering duties.

### **Key Responsibilities**

- 1.** Assist with the maintenance of the school building, including under direction effecting repairs and improvements (i.e. painting and decorating etc) and general maintenance tasks to ensure that the school and site are maintained in an excellent condition. Highlight any concerns about condition of the building and site which need repair or maintenance.
- 2.** Assist with the monitoring and operation of the engineering systems (i.e. heating, plumbing, lighting, alarms etc) and advise Line Manager of any faults in order to ensure the most economical use of resources.
- 3.** Assist in the operation and maintenance of appropriate site security systems, including opening and closing the building, at the beginning and at the end of the school day, lettings outside school hours and responding to out-of-hours call outs as necessary in order to provide satisfactory security arrangements.
- 4.** Carry out pottering duties (including moving heavy furniture, setting up for events etc.) which will secure the most efficient use of resources
- 5.** Undertake designated cleaning duties, including the school site and grounds (i.e. emptying bins etc).
- 6.** Liaise with contractors in respect of funded works at the school. As directed. Maintain a professional attitude - showing care, respect and excellent communication skills.
- 7.** Maintain high standards of grounds maintenance
- 8.** Uphold the health and safety policy and practice across the site, reporting any concerns to line management.
- 9.** Support the fire evacuation policy and procedure. Help with regular checks and tests of the fire alarm system.
- 10.** Ensure that in adverse weather the site is safe for all access (i.e. clearing snow, gritting footpaths etc).
- 11.** Monitor the schools internal job logger and emails in order to prioritise tasks and ensure efficiency.