Location Lanchester Community Free School

Pay Grade: (£22,462 - £24,799)

Split Shift 7.30-10.30 1.45-6.15pm 7.5 hours per day Monday-Friday (some flexibility)

Purpose of the Role:

* To ensure that the school is presented with pride and care
* To ensure that the school is safe and accessible to all stakeholders
* To manage the security of the premises and related Health and Safety across the School
* To ensure that the school provides a clean and appropriate environment School and providing an appropriate environment for pupils to work and learn to be proactive and wanting to improve the environment.

Responsibilities:

* Directly Line Managing the Cleaners and MSA’s
* Be responsible for ensuring the security of school buildings, site, perimeter and resources.
* Act as a designated key holder, providing out of hours and emergency access to the school site
* Undertake general maintenance directly, where possible
* Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
* Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
* Responsible for regular maintenance checks and follow-up actions
* Manage the Schools maintenance requirements to support a regular and cost effective maintenance programme
* Responsible for contractors whilst on site and ensure work is completed to the required standard, co-ordinating projects where appropriate.
* Purchase premises related equipment and supplies within agreed budget
* Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Arrange tenders and quotes and manage the appointment of external contractors
* Supervise other premises staff
* Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
* Liaise with other school staff/departments on premises issues
* Lead H&S induction training for all new staff
* Monitoring utility usage and tacking action to reduce expenditure where appropriate.
* Act as H&S Officer and complete termly H&S checklist inspections
* Report H&S matters to SLT and Governors
* In conjunction with the School Business Manager Line Manage and Support Cleaners and MSA’s where needed
* Ensure the car parking area is safe and secure LCFS facilitating staff parking and preventing parental parking)
* Supporting teaching staff in training a small group of pupils to become eco-warriors (towards environmental green flag award)
* Undertake DIY projects and tasks

|  |  |
| --- | --- |
| **Knowledge**  NVQ level 2 (or equivalent experience)  Experience of working in a School Premises Team  DIY repairs and maintenance  Level 1 Safeguarding / Awareness of keeping children safe  Awareness of Control of Substances Hazardous to Health (COSHH)  Working knowledge of Health and Safety at Work  Working knowledge of policies and procedures  Working knowledge of Risk Assessments and Fire Safety  Knowledge of legionella and asbestos testing  Asbestos Authorising Officer  Understanding of the Schools Ethos, Vision and Values  Manual Handling  Confident with use of Email and Mobile telephone as form of communication  Responsible for budgeting and monitoring spend – assist the SBM with Value for Money Quotations.  Desirable – School Site Management Experience | **Competencies**  Communication (written and verbal)  Listening  Team working  Monitoring  Planning and organising  Flexibility  Customer service  Line management of other staff, including having difficult conversations when required |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*