

JOB DESCRIPTION

Post: School Keeper

Responsible to: Director of Finance & Resources / Site Manager

Salary Scale: Inner London Support Staff Salary Scale 3 Point 5 – 6,

Hours of Work: 40 hours per week on rotation basis, including some Saturday's working five days from six during term time. Monday – Friday during periods of school holidays.

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Purpose of the post

- Responsible for the resources and grounds of the school. Liaising with the Site Manager on monitoring the Cleaners, Cleaning Supervisor and the cleaning service of the school.
- Ensure the security of the school premises to maintain a safe working environment.

Main duties and responsibilities

Security:

- Be the named keyholder for security of the building.
- Open and close school including all gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services. All locking/unlocking of gates etc must occur at appropriate times.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager, ensuring the safe use of the school site at all times.
- Ensure all contractors coming on site have the correct working permits and are processed in the correct manner including ID and DBS checks.
- Patrol the site to check for hazards, damages and intruders and take all reasonable steps to minimise loss of or damage to property.
- Report any breaches of security and acts of vandalism to the Site Manager, Director of Finance & Resources and Police where necessary.
- Ensure that a safe working environment is maintained.
- Deal with enquiries from staff, students and the public.
- Monitor and supervise outside hires of the school building. Reporting anything untoward occurring during these times.

School Cleaning:

- Ensure that cleaners perform to the standard laid down in the cleaning specification. The Cleaning Supervisor and Site Manager will report to the Director of Finance & Resources on any failure to meet the required cleaning standards.
- Directly undertake any cleaning as required, including canteen work, daily disinfection of water fountains and removing or obscuring all graffiti.

Internal Maintenance:

- Report all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature to prevent Legionella.
- Synchronise all clock and time switches as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Site Manager/Headteacher/Director of Finance & Resources.
- Check stock levels as required including ordering and receipt of supplies.
- Test fire alarms weekly and undertake annual fire risk assessment in conjunction with the Site Team.
- Ensure as far as possible that arrangements are made to minimise the effects of any failures of heating or lighting installations, pending their proper repair.
- Check and control system function, including frost precaution procedures and snow clearance.
- Remove chewing gum from hard surfaces periodically.
- Perform set ups and break downs as advised by the Site Manager.

External Maintenance:

- Maintain cleanliness and general tidiness of all external areas and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps and lights and report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt. Order any necessary de-icing materials.

- Inspect all outside areas for hazardous materials. Consult with the Site Manager for the best method of removal.
- Monitor the quality of contractor work, reporting any defective work. Especially contracted cleaning (high level windows) and grounds maintenance.

Emergencies:

- Clean sickness and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure access, assist and secure premises for all emergency services as necessary.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time

General requirements:

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Be conversant in the main aspects of Keeping Children Safe in Education and attend any refresher training provided.

Person Specification	Essential	Desirable
Qualifications		
1. None, however basic literacy and numeracy skills are required.	✓	
Experience		
2. Experience of working in FM is advantageous.		✓
3. Trained Journeyman qualification is advantageous.		✓
Knowledge		
4. An understanding of basic health & safety requirements.	✓	
5. To communicate clearly to all sections of the school community both verbally and in writing.	✓	

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| 6. | Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community. | ✓ |
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Skills

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| 7. | D.I.Y skills to undertake day to day repairs and Maintenance of the building, including the basic Knowledge and operation of the school heating System. | ✓ |
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| 8. | Ability to assist in the training and induction of new cleaning staff. | ✓ |
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| 9. | Understanding of the principles of health & safety in a school environment including COSHE. | ✓ |
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| 10. | Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. | ✓ |
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| 11. | Ability to adhere to working procedures and policies within the school environment. | ✓ |
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| 12. | Ability to operate as part of a team or individually as required. | ✓ |
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| 13. | Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. | ✓ |
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| 14. | Ability to carry out a range of administrative tasks, including stock taking and ordering. | ✓ |
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| 15. | Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school. | ✓ |
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