

**Hours:** 37 hours per week.

**Weeks:** 52 weeks per annum.

**Annual Leave:** Taken outside of term time and paid pro-rata throughout the year.

No annual leave to be taken during term time.

**Salary:** SC-3. NJC points 6-9

**Benefits:** Local Government Pension Scheme.

**Location:** Based in the Plymouth and West Dartmoor Hub of St Christopher's Multi Academy Trust and will cover duties across our schools based in Plymouth, Tavistock and Yelverton, as needed.

**Hours of Duty:** Decided in agreement with the line manager and confirmed annually (minimum). Some additional hours may be required during school holiday periods. This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

### Line Management

1. Direct Line Manager: Operations Lead and Estates Lead
2. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities, *but will be required to supervise the work of the premises team. This will include providing direction and feedback, following consultation with the person responsible for the premises.*

### Key Purpose and Level of the Role

Under the direction of the Operations Lead/ Estates Lead be responsible for maintenance, security and facilities management services; provide specialist support in a specific resource area and responsible for maintenance of school interior, exterior and grounds.

- *Provide direction to the premises team*
- *Supervise the work undertaken by the premises team in the areas listed below*

### Key Roles and Responsibilities:

#### Security

Regular Term Time: Opening and unlocking the school gates and buildings including deactivating intruder alarms and closing gates after the start of school

On other occasions (and by arrangement unless in an emergency) you may also be required to open and close the school gates and building which will include:

- Un-setting and setting of school alarm system
- To operate and respond to alarm systems where appropriate
- Checking and securing the school premises subsequent to out of hour's intruder alarm activation
- Open and close the school for evening use at times arranged by the Head Teacher
- To provide emergency access to school site
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds

You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

- To assist with regular security checks
- To monitor fire safety equipment
- Traffic management outside the school (signage and patrols)

- Monitoring and administering CCTV system where appropriate

### **Maintenance**

To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:

- Plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap
- Redecoration as appropriate
- Plastering work such as cracked or broken plaster, making good damaged walls, for example, following the removal of shelving or similar fittings
- Fencing and boundary repairs e.g. mending broken fencing panels or stakes, repairing holes in fences etc.
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panels, internal and external. N.B. specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level
- To be responsible for preventative planned maintenance programme in respect of buildings, etc. and grounds, and ensure repairs are carried out satisfactorily
- To identify and prioritise maintenance requirements and prepare and organise work programmes
- To operate and maintain heating plant, cooling and lighting systems
- To oversee and monitor electrical testing of portable electrical appliances and maintain records
- To maintain a safe and clean external environment, e.g. gritting
- To assist with specialist sports' equipment
- To report faulty equipment and other maintenance requirements to appropriate person

### **Caretaking**

- To ensure the collection and assembling of waste for collection is being conducted appropriately
- To ensure appropriate levels of heating and lighting
- To cover lettings and to provide emergency access to the school site
- To ensure the school site is free of litter and obstructions
- Sweep paths, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances
- General portage duties and moving of furniture
- Assisting staff with simple tasks as required
- Checking damage/security every morning on arrival at premises
- To undertake regular site inspections
- To identify defects and record repair and maintenance requirements
- To co-ordinate deliveries to the school site
- To liaise with contractors, arranging access etc.
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register

### **Grounds Maintenance**

- Weekly check of roofs for pooling, loose tiles, plant growth etc.
- Clean roller shutters, soffits, bargeboards and external lights
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors
- Overhaul of school hall floors on an annual basis
- To undertake emergency cleaning as required

### **Supervisory Responsibility**

- Be responsible for ordering equipment and relevant caretaking supplies/materials.
- Noting, monitoring, and reporting any defects in the school buildings to the Operations Lead/ Estates Lead.
- Monitor the work of contractors working on site.

### **Resources**

- To contribute to planning, development and organisation of systems/procedures/policies

- To complete actions arising from relevant risk assessments within a suitable timeframe as directed by the Operations Lead/estates Lead or Headteacher

### **Heating, Lighting and Water**

- Monitor that the cleaning staff are switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water meters as required
- Be aware of the location of all stopcocks, gas and electricity meters
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starts and fluorescent tubes up to a height of eleven feet
- Flush out used outlets including showerheads and taps at least weekly and clean and descale showerheads and hoses at least quarterly in accordance with legionella control guidelines

### **General Premises**

- Implement new ideas and methods and continue to seek ways of both improving contribution to the schools goals and enhancing the reputation of the school
- To attend meetings as required
- To complete necessary paperwork in connection with role
- To undergo designated training
- To comply with all health and safety requirements and wear appropriate clothing as required
- To continuously reflect on the needs of the school community and how the premises can be enhanced
- In addition to this undertake any reasonable professional duty that the Operations Lead/ Estates Lead or Head Teacher delegates to him/her
- This job description is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school, which do not change the general character of the job or level of responsibility.
- In addition to this undertake any reasonable professional duty delegated to him/her

### **General**

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

### **General Notes**

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required

**Acceptance of this Job Description**

|  |                                   |
|--|-----------------------------------|
| <b>On behalf of St Christopher's C of E (Primary) Trust:</b> | <b>On behalf of the Employee:</b> |
| <b>Signed:</b>   | <b>Signed:</b>                    |
| <b>Printed Name:</b>   | <b>Printed Name:</b>              |
| <b>Position:</b>   | <b>Position:</b>                  |
| <b>Date:</b>   | <b>Date:</b>                      |