

Maintenance operative and caretaker job description

Employment details

Job title:	Maintenance operative and caretaker
Reports to (job title):	Operations Manager
Hours of work:	30 hrs per week
Salary:	£14,751

Main duties/responsibilities

Site security
Act as a keyholder for the school site, unlocking and securing all access and egress points at the start and end of every day the school is open.
Be on-call to respond to the school's security alarm at all times.
Take responsibility for ensuring all contractors are properly signed-in at the school office, and deal with any enquiries they may have.
Organisation and maintenance
Ensure internal and external cleaning is carried out efficiently and to a high standard.
Ensuring gutters and drains are kept clear and free flowing.
Ensure the school's heating system and other services, run correctly by undertaking regular maintenance checks.
Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs.
Carry out inspections of all school buildings, fittings and fixtures, and undertaken minor repairs where necessary.
Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions.
Maintain tidy and organised workspaces and storage areas.

Ensure processes are in place for checking and reporting problems relating to the school site and buildings.
Preparing the school premises and site for after school activities, e.g. functions and events, and ensuring the premises is cleaned afterwards.
Ensuring the safe and secure storage of all toxic and flammable substances.
Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment.
Maintain stock levels, e.g. cleaning products, light bulbs and paint, and order more stock with the Trust Business Manager's authorisation.
Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably.
Work with the Trust Business Manager to ensure value for money is achieved across all relevant services, e.g. when getting quotes from contractors.
Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture.
Promote and adhere to recycling and environmental initiatives set up by the school.
Ensure safe working standards are observed at all times, and adhere to and promote the Trust's policy and procedures in relation to health and safety.
Respond to fire alarms and carry out fire safety checks.
Maintain a smart appearance at all times, acting as an ambassador for the Trust and setting a good example for pupils.
Keep up-to-date records relating to health and safety, fire safety and any evacuation procedures that have been carried out.
Other duties
Liaise with the Principal and review the Adverse Weather Policy to ensure the school site is safe in adverse weather, e.g. snow.
Ensure adequate risk assessments are undertaken and help to review these where necessary.
Follow the Trust's procedures relating to manual handling and lone working.
Ensure all hirers follow the Trust's lettings policy and procedures while using the school site.
Work with the Trust Business Manager to identify any training and development needs, and actively seek out CPD opportunities as required by the Trust.

Ensure the school's safeguarding procedures are followed.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will hold:</p> <ul style="list-style-type: none"> • A full UK driving licence. 	<p>A relevant qualification, e.g. in plumbing or grounds maintenance.</p> <ul style="list-style-type: none"> • An up-to-date qualification in first aid.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working in a trade or as a maintenance manager. • Creating reports relating to health and safety, fire safety and evacuations. • Working within the requirements of legislation, e.g. the Health and Safety at Work etc. Act 1974. 	<ul style="list-style-type: none"> • Working within a school environment • Working in accordance with school policy and procedures. • Promoting pupils' welfare and education.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Basic ICT skills. • Good English and maths skills. 	<ul style="list-style-type: none"> • A grasp of, and be able to implement, statutory requirements pertaining to education, e.g. relating to safeguarding principles.
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • The ability to work independently and as part of a team. • A positive attitude to work. • An enhanced DBS certificate and barred list check. • A good attendance and punctuality record. • Excellent time management and organisational skills. • High expectations of self and professional standards. • The ability to maintain successful working relationships with other colleagues. • A willingness to work outside of the timetabled day, where necessary. • High levels of drive, energy and integrity. <p>The successful candidate will be:</p>	

	<ul style="list-style-type: none">• Able to promote good behaviour consistently.• Able to plan and take control of situations.• Committed to contributing to the wider school and its community.• Capable of handling a demanding workload and be able to successfully prioritise work.	
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