

Job Description-Support Staff

Job Title	Site Maintenance Staff
Responsible to	Headteacher via the Site Manager
Establishment/ location	Wood Green School, Woodstock Road, Witney OX28 1DX
Review date of Job Description	May 2017
Grade/salary	Local Government Service Grade 5 plus possible shift allowance
Hours/working time	Full time. Possible overtime available to cover staff absence and weekends
Purpose of Post	To support the Site Manager as part of a team and provide a key role in maintaining the School site. To undertake general maintenance and development of the school premises and grounds and provide security and caretaking services when required.

Main Duties and Responsibilities

Repairs and Maintenance

- To assist the Site Manager in the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture and premises
- To assess for minor work or repairs to be carried out to maintain safe and satisfactory condition
- General maintenance and minor repair work including; doors, windows, toilet seats and flushes, furniture and tap washers
- Undertake emergency and first line repairs within capability and training of electrical work, plumbing and heating, painting and decorating, carpentry and joinery
- To work with the Site Manager with regards to skilled maintenance
- To organise and carry out minor decoration programme as agreed with the Site Manager
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves
- Undertake general ground maintenance such as grass cutting, hedge cutting and fence repair as part of the site team
- Operation and maintenance of heating plant and lighting systems
- The site staff team will, in emergencies:
 - Deal with or arrange to be dealt with bursts, leaks, floods, fires and breakages as appropriate
 - Deal with or arrange to be dealt with, electrical and gas emergencies, making safe initially by turning off supply

Security

As part of the site staff team:

- Be a designated key holder. This will require the post holder on occasion, to be called out of hours to deal with emergencies, e.g. fire, floods, break-ins etc. A key holder is not required to be available on all occasions when called, but should be available on the majority of occasions
- Carry out security arrangements for buildings, contents and grounds. Ensure premises are locked and unlocked at appropriate times
- Undertake regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Be on alarm call out list
- Oversight of contractors working on-site ensuring they conform to the School health and safety policies

- Liaise with police, security and surveillance contractors where appropriate
- Be part of the site staff team who undertake lettings and carry out associated tasks. Attendance at non-regular lettings and weekends where necessary
- Provide emergency access to the school site
- Cover the shift pattern in the absence of other site staff

Caretaking and Associated Duties, Internal and External

As part of the site staff team:

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Undertake the general and emergency cleaning of some areas of the School as directed and if required provide emergency cover for any absence of the cleaners i.e. dusting, vacuuming, cleaning toilets, emptying bins etc.
- Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and ensure they are free of litter and weeds
- Assist with ensuring paths, drives and external hard surfaces are gritted and salted when required during wintry conditions
- Assist with moving furniture and equipment
- Co-ordinate work of other site staff and school cleaners as directed by the Site Manager

GENERAL ACCOUNTABILITIES

General Duties	<ul style="list-style-type: none"> • Undertake any necessary training • Attend staff meetings where relevant <p>-----</p>
Health and Safety	<ul style="list-style-type: none"> • To have due regard for health and safety in the workplace • To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy • Co-operate with health and safety requirements • Report all known defects • Use, but do not misuse anything provided for your health, safety and welfare • Do not undertake unsafe acts • Inform Head of Establishment of any 'Near-Misses' • Be familiar with the emergency action plans for fire, first aid and security issues • Undertake specific designated duties regarding emergency evacuation • Raise health and safety and environmental issues with students
Organisational Effectiveness	<ul style="list-style-type: none"> • Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times <p>-----</p> <ul style="list-style-type: none"> • Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include

	<p>redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need</p>
<p>Child Protection</p>	<p>Responsibilities and Accountabilities</p> <p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p>
<p>Standards and Quality Assurance</p>	<ul style="list-style-type: none"> • Support the aims and ethos of the school as identified in the staff handbook • Promote and model good relationships with pupils, colleagues, parents and visitors • Set a good example in terms of dress, punctuality and attendance. • Participate in training and take a lead in own professional development • Participate in the School's staff appraisal process
<p>Notes:</p>	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification – Site Maintenance Staff

Criteria	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills/GCSE or equivalent English and Maths • Caretaking/site keeping or maintenance experience in a school or similar environment 	
Knowledge and Skills	<ul style="list-style-type: none"> • Handy person or DIY skills are essential • A good level of general maintenance skills, including basic carpentry, plumbing and decorating • Working knowledge of relevant polices/codes of practice/legislation • Knowledge of Health & Safety procedures and precautions • An understanding of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to work flexibly according to the needs of the team on a particular day • Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> • Full driving licence • Ability to use Word, Excel and other IT packages and a willingness to learn the use of IT specialist equipment/resources
Personal Characteristics	<ul style="list-style-type: none"> • Good communication skills • A commitment to provide work of a high quality • High levels of motivation, flexibility and reliability • Be prepared to cover shift patterns during staff absence at short notice • The ability to establish good working relationships with a wide range of people including staff, students and contractors • A sense of humour and perspective 	