

JOB PROFILE		
<b>Department:</b>	<b>Maintenance</b>	
<b>Job title:</b>	<b>SITE MAINTENANCE PERSON</b>	
<b>Reports to:</b>	<b>Site Manager</b>	
<b>Responsible for:</b>		
<b>Level/Grade:</b>	<b>Hours of work:</b> 40 hours (8am – 5pm)	<b>Salary Scale: RA3 range 12 – 18</b> <b>(£19,626 – £21,879)</b>
<b>Job Purpose:</b>		
<p>To undertake maintenance tasks, some of which will be complex, to ensure that the site is safe, secure, clean and tidy and presents a welcoming and professional image to visitors and for pupils and staff to live and work in. To work as a team player under the leadership of the Site Manager to develop the facilities as required.</p>		
Job Description		
<b>Key Accountabilities:</b>		
<ul style="list-style-type: none"> <li>▪ Site Maintenance</li> <li>▪ Caretaking</li> <li>▪ Key-holding and security</li> </ul>		
<b>Main Duties and Activities:</b>		
<b>Main Tasks</b>		
<ol style="list-style-type: none"> <li>1. Key holding and security duties as delegated by Site Manager.</li> <li>2. Undertake all aspects of maintenance work of fixtures, fittings, plant and vehicles on the school site and all property owned by the school – first checking to ensure that the work isn't covered by any warranties or insurance. Carry out basic plumbing, ad hoc carpentry work and all types of repair to the level of training, knowledge and experience required.</li> <li>3. Advise the Site Manager concerning repairs and maintenance needed, arrange schedule of work and carry out the work. Liaise with site manager for purchases and advise when work is completed or of any issues which cannot be solved using own initiative.</li> <li>4. Carry out routine maintenance and repairs on the school vehicles as necessary, arranging garage repairs if needed.</li> <li>5. Keep equipment, tools and machinery in a secure manner.</li> <li>6. Keep clean boiler houses and storerooms. Help the grounds people keep the site clear of litter and debris as far as is reasonably practicable and undertake emergency cleaning during the day, eg: floods, sickness in the yard, etc.</li> <li>7. Ensure that bookings for special room layout and booked facilities are checked and that facilities and equipment are available.</li> <li>8. Replenish toilets through the day if required.</li> <li>9. Carry out high level cleaning including light fittings, shades, diffusers etc., using the appropriate access equipment for which training is required.</li> <li>10. Make sure all detectors are kept free of cobwebs/obstructions which could hinder their performance.</li> </ol>		

11. Undertake internal decoration in all areas if required and as directed.
12. Wash the school vehicles making sure that the interiors are clean and that the safety belts are working correctly - reporting any defects to the office.
13. On a rolling programme, clean all windows (internal and external) to ensure that they are kept to an acceptable standard.
14. Check external lighting regularly that all bulbs are working and appropriately adjust timers.
15. Test fire alarm weekly.
16. Undertake general portage duties to ensure delivery of stock, stationery, supplies and equipment to the correct place within the site, remove furniture and set out rooms as required, remove all kitchen waste as needed.
17. Operate the heating plant; monitoring and maintaining it to ensure maximum efficiency and in line with the school policy on energy conservation, referring to the line manager if problems are encountered.
18. Assess the risks involved in cleaning and maintenance duties around the school and takes reasonable precautions for your own work. When risks are identified, report to senior staff to discuss ways to alleviate the problem to ensure the Health and Safety of self and all people on site.
19. Provide support to the grounds maintenance people / gardener; assisting with lawn mowing and routine gardening tasks as required.
20. Empty telephone and electricity meters monthly
21. Lock and secure the site on Fridays and be available for call out in case of emergencies.
22. Be available on special school occasions and events and if requested by the Site Manager.
23. Be vigilant of any strangers on site and report as necessary.
24. Perform such other duties as reasonably correspond to the level of the post.

#### **Responsibility**

- Contribute positively to the efficient and effective running of the site and management of the school premises and facilities.
- Actively ensure maintenance programme is followed.
- Use initiative to solve maintenance issues which will be economic for the school whilst ensuring any work is done safely and the end result is safe.
- Respond to call outs according to the rota and taking appropriate action as necessary.
- Ensure safe working practice within compliance of Health & Safety regulations.
- Give priority to those matters which concern the welfare and safety of the pupils.
- Undertake the schools commitment to safeguarding and promoting of the welfare of the children.
- Follow guidance, procedures and programme of tasks ensuring health and safety of self and others.

#### **Decision making**

1. When to refer matters to the line manager or to seek approval to order maintenance equipment or materials required.
2. Whether work can be carried out with own expertise ensuring the safety of the repair/work done.

#### **Main contacts and reason for the contact**

The line manager – to receive work and seek guidance on the work routines and priorities each week.

Other maintenance team members – to share duties and, if necessary, share gained knowledge to provide guidance and support to less experienced members of the team. Work within the team, particularly in relation to health and

safety and safe working practice, to minimise risks to yourself and others.

Teaching, classroom and associate staff - to clarify maintenance and portorage work required and co-ordinate the time for work to be done.

School Business Manager and senior leadership staff – to assist in the discussions on proposals for site developments and put forward suggestions in relation to general upkeep of the site and grounds including cost effectiveness and money saving ideas.

### Person Specification

#### Criteria

**Key** - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R

#### Qualifications and Training

• Vocational Qualification in building/maintenance operation to Level 2, or working towards	E	A
• Health & Safety qualification	D	A
• Other relevant training / professional qualifications	D	A

#### Knowledge and Experience

• Experience of working within a school environment	D	A, I
• Previous experience in a maintenance, building or ground-works role (maintenance)	E	A
• Knowledge of Health & Safety regulations	D	A, I

#### Skills and Abilities

• Able to work amongst young people with behavioural, emotional & social difficulties	E	I
• Ability to work under pressure and meet deadlines	E	I
• Ability to work collaboratively & co-operatively in a multi-professional team	E	I
• Variety of general maintenance skills & willingness to undergo further training	E	A, I
• Pragmatic approach to problem solving	D	I
• Ability to be on-call for out-of-hours emergencies and security duties	E	I
• Full clean driving licence	E	A, I
• Ability to liaise with visitors, contractors & others in a diplomatic manner	E	i
• Basic computer skills	E	I
• Willingness to work flexible hours when required, including occasional weekend work	E	I

#### Personal Attributes

• Full enhanced disclosure clearance by DBS	E	
• Medical clearance	E	
• Excellent attendance and punctuality record	E	R, I
• Ability to meet the physical requirements of the role	E	I
• Genuine commitment to the ethos and work at St Dominic's School.	E	I

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

**Date produced: June 2015**