

ST ANDREW'S COFE PRIMARY SCHOOL

Maintenance Person

Job details

Job title: Maintenance Person/HANDYMAN?

Salary: Scale 3 (£22,575 - £22,983 per annum pro rata)

Hours: 11am to 5.30pm Monday, Wednesday, Friday

Contract type: Part time, Permanent, 18 hours per week, 52 weeks of the year (30 minutes unpaid break)

Annual Leave entitlement: 25 days plus bank holidays (pro rata)

Reporting to: Head Teacher and School Business Manager

Responsible for: Ensuring school premises and grounds are well maintained, clean and complying with H&S regulation.

Main purpose

- To provide an effective maintenance service for the school, ensuring that the school provides a clean and secure environment for its pupils, staff and visitors at all times.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake any other broadly similar duties as may be allocated from time to time.
- They will support the Christian values of the school by having a supportive and sympathetic understanding of the ethos and aims of the school.

Duties and responsibilities

General Duties

- Ensure the premises and grounds of the school are maintained to the highest possible level of cleanliness and are attractive in appearance at all times.
- The Maintenance Person will work closely with the Business Manager
- The Maintenance Person will share in whole-staff responsibility for the well-being of all pupils.
- The Maintenance Person will assist, when necessary, the daily work of the cleaners.
- Be a fully participating member of St. Andrew's CofE Primary School community, to be involved with the children and staff of the school and with events within and outside the school as appropriate, and like all members of staff, to be a model for the children of good relationships, attitudes, behavior and supportive of the school ethos.
- The Maintenance Person must ensure that he/she is on site throughout the period of duty, unless directed otherwise by the Head Teacher, and that his/her whereabouts are known to the Head Teacher and or School Office.
- Check And report any health and safety issue or shortfall on site, in conjunction with the Health and Safety and Facilities Manager
- Undertake repairs and small DIY projects
- Carry out specific roles and responsibilities with the school's Emergency Response Plan

Premises Management and Administration

- Monitor the day to day maintenance, repair and cleaning of the school
- Be aware of the location of all stopcocks, gas and electricity meters. Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks as agreed with the School Business Manager.
- Carry out small repairs, maintenance and improvements, including painting and decorating if required
- Check the quality of workmanship by contractors and report to the Head Teacher and/or the School Business Manager
- Carry out regular inspections of the premises, sometimes in conjunction with the Facilities Management Team, School Business Manager and/or external agencies
- Liaise with contractors and other professionals as directed by the Head Teacher and School Business Manager
- Ensure that orders received into school are delivered to the appropriate area/person as necessary

- Manage the provision of a portage and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.

Health and safety

- To ensure duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required.
- Test fire alarm weekly and carry out regular emergency evacuation practices (at least termly) and keep appropriate records.
- Maintain playground areas and outdoor equipment, checking their condition weekly.
- Organize and monitor removal of rubbish from the site as and when necessary.
- Grit the premises in icy weather as per the health and safety policy
- Complete Health & Safety checks regularly and carry out audits with the Business Manager

Security

- Maintain security during the day according to the requirements of the school.
- Be vigilant of any strangers on site and report as necessary.
- Secure the site at the end of the day including windows, exit doors and gates.
- Check perimeter fence for any breaks.
- Make sure keys and locks work and are maintained.
- Monitor, report and advise the Head Teacher and School Business Manager on all security matters.

Cleaning and Hygiene

- Report any concerns to the School Business Manager
- Attend to emergencies during the day e.g. spillages, flooding, sickness etc. if on site
- Replenish toilet supplies as required in line with the cleaning specification. Check all toilet areas are clean (cleaning where necessary) each day.
- Polish all floor areas and shampoo carpets during school holidays.
- Clean light fittings, shades, diffusers etc. using necessary access equipment.
- Maintain a clear/clean boiler house and Electrical Switch Room.
- Clean all internal and external windows and PVC frames/surrounds three times a year (written record of areas cleaned to be made).
- Maintain the outdoor playgrounds and ensure they are fit for purpose.
- Keep whole school site free of litter and debris, emptying external litter-bins weekly.
- Tidy refuse bin area after refuse collection.
- Sweep outside hard surface areas regularly (at least fortnightly).
- Render playgrounds and pathways safe during snow/icy periods.
- Remove any graffiti or vandalism where possible
- Prevent and/or remove infestation by vermin, contacting the appropriate authorities as necessary.
- Ensure all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.

Decoration and Lettings

- Undertake or organize, in collaboration with the School Business Manager, external and internal redecoration, to an agreed programme, during the school holiday periods
- Prepare the required accommodation in accordance with the school's letting policy.
- Secure supervision throughout the duration of the hire.

Administration

- Liaise with and ensure that staff/contractors work within health and safety regulations, ensuring the safety of all persons using the school premises
- Report any problems or concerns to the School Business Manager/Head Teacher and to the Governing Body as required

The Maintenance Person will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the maintenance person will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

Person specification

criteria	qualities
Qualifications and training	Basic training and/or extensive experience in one or more of the following areas: general maintenance, plumbing, electrical, building maintenance, heating, engineering, grounds work Relevant qualification in Health and Safety and/or First Aid (desirable)
Experience	Working as part of a team Working independently to an exceptionally high standard Experience of Primary School caretaking or having worked in a school environment (desirable)
Skills and knowledge	Effective communication and interpersonal skills IT literate desirable Ability to build effective working relationships with staff and other stakeholders Good organisational skills Attention to detail Able to drive and holds a clean driving license Knowledge and experience of health and safety regulations (desirable) Good administration skills e.g. record keeping, spreadsheets, etc. (desirable)
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school Ability to work under pressure and prioritize effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Sense of humor Flexibility Pro-active and hard-working Willingness to contribute to the wider life of the school (desirable)
Physical qualities	Able to meet the physical demands of the job Able to work at high levels with appropriate equipment Able to deal with some manual handling

This job description may be amended at any time in consultation with the post holder.

Last review date: April 2022

Next review date: April 2023

Head teacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____