

Trust Function: Estates

Pay Scale: D5 to D6

Responsible to: Site Management, School SLT & Head of Estates

Responsible for: Keeping the school building & grounds safe, clean & tidy.

Overview

Ensure Trust Estates, comprising its grounds, buildings and facilities are clean & tidy and maintained to a high standard at all times and that services remain flexible to meet the particular demands of the school & Trust.

The Trust has adopted a fully managed estates provision with management of cleaning, caretaking, health and safety, lettings and capital expenditure managed centrally but responsive to the needs of Headteachers as they work to serve their pupils, staff and communities.

Roles and Responsibilities**1. Personnel**

- 1.1 A capable team player who is organised, enthusiastic and energetic with the ability to complete tasks as requested, working alone using your initiative or as part of a team.
- 1.2 A can do attitude to offer solutions to initial discrepancies & effectively communicate them.
- 1.3 Flexibility is essential to your role to meet the needs of the business with variation required to include covering absence within the estates team and to support out of hours' emergencies, ensuring damages, security and health & safety inconvenience is minimised.
- 1.4 Possess basic IT skills, to enable the reporting of maintenance issues & monitor and respond to emails and work tasks as assigned or requested.
- 1.5 Support cleaners with their daily duties, ensuring cleaning items are ordered and available and that relevant support is offered in the event of team absence.
- 1.6 Support Estates Team colleague's with on-site training at the school to ensure competence with the fire alarm, call test points, evacuation procedures and legionella flushing as applicable to the site

2. Grounds, Buildings and Facilities

- 2.1 Take responsibility for keeping the school & grounds clean & tidy to a high standard including boiler rooms and storage spaces.
- 2.2 To carry out portorage duties including moving goods, furniture and assisting with deliveries and storage needs as required
- 2.3 Repair any faults with the building, grounds or equipment such as bulbs out, broken door handles or equipment failures. Report any major repair requirements to the head teacher and ensure they are logged with the Estates Central Team.
- 2.4 Become familiar with, have a working knowledge of the automated building management systems, intruder alarms, fire panels, heating/ventilation, door access controls, and ensure these are working effectively.
- 2.5 Overall and daily duties to be directed by the Senior Caretaker and SLT (Senior Leadership Team) shift duties to include moving furniture, emptying bins, supporting school events, stocking up consumable items, painting and carrying out general repairs and grounds maintenance.
- 2.6 Arranging quotes for materials and contractor repairs, ensuring the repair is logged with Estates Central Team and raising purchase orders within the finance portal.

3. Compliance, Health & Safety

- 3.1 Ensure effective risk management, for example in health and safety in accordance with the Health & Safety at Work Act 1974.
- 3.2 To be fully aware and comply with the control of Substances Hazardous to Health Regulations (COSHH).
- 3.3 You will be a key holder with responsibility for monitoring & maintaining school security, opening and securing the whole school at the start and close of your shift by operating the intruder alarm.
- 3.4 With health & safety management at the core of your role, you will have the ability to carry out general risk assessments and undertake minor & general repairs to the building and grounds whilst taking responsibility for ensuring equipment is maintained.
- 3.5 Undergo training to ensure business compliance needs are met including but not exclusively, evacuation procedures, asbestos, legionella, fixed wiring, PAT testing, swimming pool maintenance, manual handling, working at heights, emergency lighting, fire extinguishers and safeguarding.
- 3.6 Maintain and monitor site security keeping the site safe, secure & accessible for staff pupils and parents during the seasonal weather conditions, i.e. snow and check that relevant personnel checks are in place to guarantee the safety for those on site.
- 3.7 Liaising with & supporting external contractor visits, including grounds, maintenance, cleaning and catering by arranging day to day general repairs, service visits & call outs whilst ensuring CCR (Central Contractor record) compliance and maintenance of associated log books and records.
- 3.8 Driving school vehicles as required. Ensuring that maintenance checks are carried out, delivering them to the garage for routine services, arranging MOT, repairs and making sure that vehicles are cleaned and topped up with fuel.

4. Grounds

- 4.1 Carryout groundskeeper duties to include maintaining lawns, trees, shrubs, flowerbeds and trimming and cutting hedges and eliminating weed growth.
- 4.2 Ensure Line markings are present and marked out as required to meet the seasonal external sports needs of the school.
- 4.3 Take responsibility for the safe use, maintenance and storage of grounds equipment, power/hand tools and chemicals whilst ensuring the correct use of PPE (Personal Protective Equipment) in accordance with the Trust Health & Safety Policy.

Miscellaneous

- This job description is not an exhaustive list of responsibilities and does not cover all individual tasks associated with the role, or tasks, which could be reasonably expected by the Trust to be undertaken in relation to the post holder's responsibilities.
- It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.
- This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis.
- Standard hours: 37 per week, all year round - Monday to Thursday 7.00am to 6.00pm and Friday 10.30am to 6.00pm. Flexibility is essential to cover team absence including lettings.

Person specification and assessment approach

Requirements	Essential	Desirable	Assessed
Qualifications			
GCSEs Grade C/4 above in English and Maths		X	Application
Experience			
Working within a caretaker or maintenance role		X	Interview
Health & Safety including COSHH, Asbestos, Legionella	X		Interview
Knowledge & Skills			
Ability to build, develop and maintain positive working relationships with colleagues and team members	X		Interview/ Assessment
Ability to work flexibly to support absence and meet deadlines	X		Assessment
Ability to organise, prioritise and manage own workload	X		Interview
Good verbal, written and problem solving skills	X		Assessment
Good skills in Word, Excel, Gmail and Google docs	X		Assessment
Driving School Vehicles - Full Clean UK driving licence	X		Interview
Personal Attributes and Others			
Committed to own development	X		Interview
Able to maintain confidentiality, acting in a professional manner at all times.	X		Interview

Signature:

Print Name:

Date: