



| **Job Purpose** | To be responsible for maintaining and improving the academy site to ensure that it is a safe environment that is conducive to the teaching and learning of our students. | |
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| **Accountable to:** | Estates Manager | |
| **Responsible for:** | To be part of the team responsible for the caretaking, security and maintenance of the site.  • Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the academy.  • Organise and carry out a decoration programme as agreed with the Site Manager.  • Organise and carry out improvement work, e.g. erecting shelves, notice boards, bookshelves etc.,  • Identify defects and record repair and maintenance requirements.  • Collect and dispose of rubbish & waste.  • Undertake cleaning duties such as graffiti removal, litter-picking.  • Coordinate supplies lists and deliveries to the school site.  • Be responsible for maintaining & updating records, information and data.  • Promote and ensure the health and safety of students, staff and visitors at all times.  • Demonstrate and assist in the safe and effective use of specialist equipment and materials.  • To undertake any tasks allocated within the general remit of caretaking duties.  • To respond quickly and appropriately to requests from the helpdesk system for reporting repairs and maintenance issues with minimal disruption to the working of the academy.  • Prioritise your workload taking into account H&S concerns and the need of the academy.  • Liaison with external contractors on site.  • To ensure that the needs of the hirers of the academy during the evenings are met as necessary.  • To carry out project work, minor plumbing repairs and site maintenance as allocated by the Estates Manager. (Tasks will be allocated as a best fit with skills and experience).  • To respond appropriately in line with the emergency procedures.  • To be a designated key holder and to be responsible for safe and secure locking and unlocking of the site, following locking procedures.  • To successfully complete H&S course as appropriate to the role.  • To carry out health and safety checks in line with current legislation.  • To work closely with other members of the site team in order to provide a high level of customer service.  • To work with the Estates Manager to ensure cover for each other in the absence of any member of the team. | |
| **Accountabilities include but are not limited to:** | To ensure that the academy maintains an appropriate amount of stock to meet demand.  To participate in the academy’s performance appraisal system. | |
| **General requirements:** | The specific duties of this post may change over time as the needs of the academy change without changing the general character of the role or level of responsibility.  This job description is designed to complement your terms and conditions of employment set out in your Contract of Employment.  The post holder must be prepared to carry out additional duties which may be reasonably required by the Headteacher. | |

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

Postholder: …………………………………………………….

Signature:……………………………………………………….

Printed Name:…………………………………………………..

Line Manager:……………………………………………………

Signature:…………………………………………………………

Printed Name:…………………………………………………….