**Key Responsibilities:**

**Building Maintenance:**  
Conducting routine checks and maintenance tasks on school buildings, fixtures, and equipment.  
Identifying and promptly addressing any repairs or issues related to plumbing, electrical systems, heating, ventilation, and air conditioning, etc.

Procure quotes for routine maintenance work on school premises   
Coordinating with external contractors for specialised repairs or maintenance as needed.

Monitor and maintain a file of work undertaken by third party contractors e.g. specifications, quotes, method statements, risk assessments, all health and safety aspects etc.

Ensure all work is signed off on completion, identifying any areas of concerns and managing the contractor until the work is completed satisfactorily

**Groundskeeping:**  
Regularly inspecting and maintaining the outdoor areas, including playgrounds and play areas.  
Managing waste disposal and recycling efforts in accordance with school policies and regulations.  
  
**Security and Safety:**

Act as a designated key holder, providing out of hours and emergency access to the school site.  
Implementing security measures to safeguard the premises, including locking/unlocking doors, gates, and windows at appropriate times, including during school time, out of hours, weekends and holiday periods   
Conducting security patrols and responding to alarms or incidents promptly.  
Ensuring that fire safety equipment is functional and conducting regular fire drills as per regulations.  
  
**Cleaning and Janitorial Duties:**  
Overseeing the cleanliness of all areas within the school, including classrooms, corridors, restrooms, and offices.  
Ordering and maintaining supplies necessary for cleaning tasks.

**Lettings**

Facilitate lettings and carry out associated tasks in line with local agreements  
  
**Health and Safety Compliance:**  
Adhering to health and safety regulations and ensuring that all facilities meet required standards.

Ensure all necessary health and safety checks are performed and paperwork completed in line with the Trust’s and school’s policy e.g. termly health and safety and premises inspections, water temperature checks etc  
Reporting any health and safety concerns or hazards to appropriate authorities.  
Participating in health and safety training sessions as required.

Ensure all duties to be carried out in compliance with the Health and Safety at Work Act, nationally and locally agreed codes of practice which are relevant to the schools Health and Safety Policies

**Portering**

Providing a portering and furniture moving service to ensure all equipment and supplies are in the correct place so school activities can proceed as expected

Transfer any goods and materials delivered to the school to the appropriate locations and where necessary assist with the assembly of goods received

Ensure furniture, equipment and any other necessary items as required are set out in connection with assemblies, parents evenings, fetes and any special events  
  
**Emergency Response:**  
Acting as a key point of contact during emergencies and assisting in evacuations or lockdown procedures.  
Maintaining emergency response equipment and coordinating drills to ensure preparedness.