

Job Description

Job Title	Property Services Officer
Academy	Thomas Deacon Education Trust (Upwood Primary)
Reports to	TDET Sites Manager
Working Hours & Pattern	20 hours per week, 52 weeks per annum
Salary / Grade	Pathway 2
Date Last Evaluated	May 2021
Core Purpose	<p>To maintain the security, functioning and cleanliness of the premises and its contents, including access to the buildings, lighting and heating systems.</p> <p>To provide porter services within the TDET academies and provide defined handyperson skills at these premises when the needs arise.</p>

Key Responsibilities
<ul style="list-style-type: none"> • To maintain security of the premises together with its contents, board up and make secure the building(s) following any acts of vandalism. • To attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults. • To take reasonable care for the health and safety of themselves and others who may be affected by their activities in accordance with the provision of Health and Safety legislation and TDET Health & Safety Policies. • To record all deliveries and maintain the required information. Ensure that adequate supplies are maintained to meet the needs of the Trust and the cleaning contractors. • To support any external facilities hire company within your normal working hours. Occasional overtime may be available when required, including weekends. • To give adequate directive advice to contractors, including cleaning staff, in order to maintain high standards of cleaning, security and maintenance and janitorial duties. • To assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work. • To provide a range of “handyperson” services • To ensure that all exterior hard surfaces, including artificial/turfed areas, are kept in a clean, tidy and safe condition to include the emptying of litter bins, cleaning drains and gullies, salting and de-icing hard surface areas, and moving of snow to ensure access to the premises. • To remove graffiti from internal and external surfaces as soon as it is reported. • To set out furniture, examination desks etc, as requested by the Headteacher/Deputy Headteacher. • To carry out portorage duties • Undertaking any other duties to as directed by the TDET Sites Manager • To travel to other TDET sites as required to cover, support and assist the wider TDET site team.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the Trust's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust's Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the Trust's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Trust approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths and English (or equivalent).	D	A
Full clean driving license.	E	A
Relevant maintenance/trade qualification.	D	A/I
Knowledge and Understanding		
Knowledge and understanding of maintenance within an education environment.	D	A/I
Knowledge of Health & Safety regulations and procedures, including hygiene and moving and handling.	E	A/I
Skills and Abilities		
Ability to use own initiative and problem solve independently.	E	A/I
Ability to work flexibly to meet the needs of the Trust.	E	A/I
Ability to work to tight deadlines and in a pressurised environment.	E	A/I
Ability to use a range of DIY/maintenance tools.	E	A/I
Experience		
Experience of carrying out maintenance tasks.	E	A/I/R
Experience of working in a similar role.	D	A/I /R
Experience of working with contractors, suppliers, and other third party companies.	D	A/I
Experience of working in a school environment.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Trust's internal procedures.	E	A
Adhere to the Trust's Safeguarding and Prevent Policy and Procedures.	E	A/I
Adhere to TDET's Health and Safety Policy and Procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity R – References