

JOB DESCRIPTION



The STAR
MULTI ACADEMY TRUST

JOB TITLE: Trust Maintenance Support

GRADE: Grade F (Point 9-13)

RESPONSIBLE TO: Head of Estates and Facilities

JOB PURPOSE: To provide high quality effective maintenance services to ensure a secure, safe and hygienic environment for all building users.

To carry out proactive and reactive remedial works covering all aspects of building, grounds and product maintenance in all schools across the STAR MAT.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Duties and Responsibilities	<ul style="list-style-type: none"> • To ensure that tools and equipment are suitable, sufficient and fit for purpose. • To carry out planned decorative work and reactive decorative repair works. • To carry out grounds maintenance and reactive grounds repair works. • To carry out minor joinery and masonry repairs to the fabric of the building. • To carry out minor plumbing and electrical work. • To ensure the security of the building and site, undertaking daily security checks. • Act as a designated key holder, providing response to emergency calls. • Locking and unlocking of buildings at pre-determined times. • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow. • Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site. • To assist with cleaning duties as required • Collect and assemble waste for collection • To monitor and record all compliance activities/issues
Communication	<ul style="list-style-type: none"> • Communicate information to the Head of Estates & Facilities/ Site Managers to enable prioritisation of required maintenance in each school. • Communicate effectively with other members of staff and pupils within the school.
Systems & information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • To fulfil the necessary administrative tasks associated with the responsibilities of the post. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.



PERSON SPECIFICATION FOR

Deputy Headteacher

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none"> Awareness of Health & Safety 	<ul style="list-style-type: none"> Ability to use tools for making minor repairs
Experience	
<ul style="list-style-type: none"> Experience of undertaking general cleaning duties. Experience of carrying out minor repairs and assembling of furniture and DIY jobs such as putting up shelves, display boards. Experience of minor plumbing, electrical, joinery and masonry repairs. 	<ul style="list-style-type: none"> Experience of working within an educational setting Experience of working with listed buildings
Qualifications	
<ul style="list-style-type: none"> Relevant Health & Safety training required when working within a school or a willingness to complete these upon appointment Full valid UK driving license. 	<ul style="list-style-type: none"> City and Guilds Basic Craft NVQ Level 2 in Construction Craft or Grounds Maintenance Construction Skills Certification Scheme card holder First Aid qualification or willingness to complete one if required
Occupational Skills	
<ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively and relate to staff, children and the community Good reading, writing and numeracy skills Knowledge of building security Good problem-solving skills and good judgement when dealing with issues Knowledge of Health and Safety Ability to carry out manual tasks i.e. climbing, lifting and moving items 	<ul style="list-style-type: none"> Knowledge of cleaning, heating, lighting and ventilation systems Basic ICT Skills Confidentiality and how this impacts your role
Personal Qualities	
<ul style="list-style-type: none"> Effective time management skills Demonstrable interpersonal skills. Organisational skill Ability to work on your own initiate – being proactive but successfully in a team when required. Willingness to show flexibility with working hours in relation to the benefits of the school (afterschool meetings and events). This 	

includes being available for evening, weekend work when required and emergency call outs.	
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • To be committed to the Trust policies and ethos 	