

## Job description

- Job Title:** Assistant to Site Maintenance Manager
- Salary Scale:** SCP 11-17
- Gross Salary:** **£16,123 - £18,127(FTE)**  
**£5470.42 - £6150.37** (actual salary for average of 15 hours per week)
- Hours of Work:** Flexibility to work a minimum of 15 hours per week, but increase up to 37 hours per week at peak times, to be agreed in advance. Full year; 25 days holiday plus 8 days bank holidays pro rata to be taken outside of school term times. There may be occasional need to work on a Saturday.
- Accountable To:** Governing Body
- Reports To:** Site Maintenance Manager

### Job purpose

To be responsible for assisting the Site Maintenance Manager with all aspects of the maintenance, security and cleanliness of the school grounds and buildings.

### Main duties

#### **MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate,
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site
- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves, painting and decorating etc.
- Operation and maintenance of heating plant and lighting systems
- Collect and assemble waste for removal
- Undertake emergency and specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Coordinate deliveries to the school site
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved

and maintained through the whole of the premises

- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assisting in operation of lettings system
- Liaise with line manager and attend meetings as required
- Comply with health and safety policies and procedures at all times
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To undertake any other duties that are commensurate with the post

### **Behaviour and Safety**

- To be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- To be responsible for the Health and Safety of self and others
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following protocol/procedures

### **Mini Bus Driving/ Maintenance**

- Drive school mini bus to transport staff and students.
- Responsibility for the safety, comfort and welfare of students and staff, ensuring the vehicle is in a clean and roadworthy condition, inside and out before and after use
- Carry out driver's daily and weekly vehicle checks, and undertake basic maintenance and repairs.
- Report any vehicle defects, faults, incidents and accidents
- Ensure vehicle is securely parked or stored and refuelled as required.

### **Team working and collaboration**

- To participate in any relevant meetings/professional development opportunities as appropriate
- To work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- To support the effective running of the school by ensuring the policies and procedure are understood and followed
- To take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- To cover for absent colleagues as required

### **Professional development**

- To regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- To be responsible for improving your practice through participating fully in training and development opportunities identified by the or as developed as an outcome of your appraisal
- To be given opportunity to participate in professional development by undertaking CPD qualifications as appropriate to the post holder

### **Other**

- To have high regard for the ethos, policies and practices of Lighthouse School and maintain high standards in your own attendance and punctuality
- To perform any reasonable duties as requested by the Principal, Business Manager and Site Maintenance Manager.

This job description is not exhaustive and it is expected that the post holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post holder.

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997).	First Aid training.  Team Teach positive handling training.  City and Guilds qualification or NVQ equivalent e.g. joinery, electrical, plumbing, decorating, motor vehicle maintenance.  Health and Safety Qualification e.g. IOSH/ NEBOSH
<b>Experience</b>	Experience of undertaking general cleaning and caretaking duties  Experience of carrying out repairs and maintaining equipment competently.  Experience of working as part of a team  Be 25+ (for insurance purposes).	Experience of working in a school.
<b>Knowledge</b>	Working knowledge of health and safety and fire procedures and regulations for educational premises, e.g. COSHH  Good literacy and numeracy skills  Ability to use tools for making minor repairs  Knowledge of moving and handling procedures  Working knowledge of Microsoft Office suite including email	Ability to demonstrate a good understanding of autism  A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities  Working at heights.  Manual handling.
<b>Skills</b>	Problem solving and planning skills.  Self motivated and able to use own initiative within boundaries.	Ability to communicate using a variety of different methods

	<p>Punctual, flexible, enthusiastic “can do” approach.</p> <p>Ability to manage time effectively to complete tasks to a high level.</p> <p>Ability to work both alone and within a team to achieve specified standards</p> <p>Ability to communicate effectively with staff, parents/carers, other stakeholders and pupils with complex needs or disabilities.</p> <p>Physically able to carry out manual tasks e.g. lifting and moving items.</p>	
<b>Attitude</b>	<p>Well presented with a welcoming, friendly manner.</p> <p>Willing to undertake further training</p> <p>Ability to remain calm under pressure and demonstrate tact and diplomacy.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010.</p> <p>Be sympathetic to the school’s ethos and aims and meet the expectations of the Governing Body.</p> <p>Capability to maintain accurate vehicle and user records.</p> <p>Competent to undertake daily and weekly vehicle checks and carry out basic maintenance</p>	
<b>Other</b>	<p>Able and willing to carry out general caretaking and cleaning duties as detailed in the Job Description.</p>	<p>Contacts with local tradesmen who can work to a high standard.</p>

	<p>Flexibility to work outside of core hours as required.</p> <p>Enhanced DBS clearance</p>	
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<b>Closing date for applications:</b>	
<b>Contact:</b>	