



Reports To: Premises Officer/Premises Leader/Regional
Premises Manager

Department/Site: Operations Directorate/Estates Team

Job Summary

Why

- To maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant).
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Complete legionella testing and maintain accurate records.
- Undertake minor repairs and maintenance of the buildings and site. General handyman duties would include routine development and maintenance, portering, minor redecoration, repairs and other tasks which would not normally require the services of an outside contractor.
- Ensure compliance throughout the Academy with the direction of your line manager.

main Responsibilities

What

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations and organise/take remedial action where hazards are identified. Report serious hazards to line manager immediately.
- Undertake premises related portering duties including moving furniture and equipment within Academy.
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Receive premises related deliveries to the school site, checking delivery paperwork for accuracy and passing to the Academy finance team.
- Collect and assemble waste for collection.
- Periodic cleaning of designated areas of the school building and grounds.
- Assist with the maintenance of specialised equipment following

training, e.g. sports/theatrical equipment.

- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- To be available to attend in cases of emergency outside the working week, eg intruders, fire and flood, in line with the Academy policy and procedures for emergency cover.
- Act as school contact in relation to premises related contractors.
- Organise testing for and management of asbestos and other health and safety procedures.
- Replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors.
- To monitor the quality of cleaning of the site
- Assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.
- To clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces, remove graffiti, clean internal glass windows and doors in accordance with the requirements of the Academy's cleaning/janitorial specification
- To ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulley's as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises.
- To assist with the removal of grease filters in overhead kitchen canopies. Clean, or liaise with appointed contractors, where applicable, overhead kitchen canopies and grease traps.
- Arrange for contractors to attend site and monitor contractors whilst on site at the instruction of the line manager, ensuring all Trust procedures for managing contractors are adhered to.
- Maintain the Trusts statutory compliance by carrying out all checks and tests related to the role.
- To set out furniture, examination desks etc, as required by the Academy.
- Hold basic IT skills to enable the use of software systems, the Microsoft suite and be fluent in the use of email.
- To work across other Trust sites on an ad hoc basis and as required.

Undertaking such other duties that are commensurate with the post as directed by the line manager.

Any other responsibilities deemed appropriate to the level of post



How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role Know how to recognise potential child abuse or neglect and follow safeguarding procedures Motivates others to take responsibility for their own Health & Safety Participate effectively as a member of a team, fostering positive relationships Where appropriate, utilise support staff effectively Efficient and methodical, monitors and attends to detail; checks for errors
Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career Developing practice ensures effective professional contribution across the department/academy	
Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction Consults at the start and as appropriate throughout the activity and within the team Shows initiative to manage projects and contractors on site Willing to accept responsibility for own activities and those of the team	
Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks Makes short term (daily, weekly) considered plans Conscientious in adhering to deadlines and perseveres to achieve project tasks	
Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience Shows strong, professional communication skills and techniques	
Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon</i>	Reasons logically and focuses upon solving the problem. building upon previous experience Initiates joint decision making within own team Knows how to report, record and pass on information Deals with task problems within own team	

<i>a course of action.</i>	
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Context

		Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
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Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.