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| **Job Description**  |
| **Post:** | Premises Maintenance Officer  |
| **Pay Scale:** | STOC Grade 5  |
| **Responsible to:** | Premises Manager |
| **Main Location:** | School Based  |
| **Main Duties** |
| * Lock and unlock buildings and areas of school when closing the building.
* Respond as an approved keyholder to emergency services when attendance is required outside normal working hours.
* Undertake regular fire and security checks completing necessary paperwork
* To be responsible for the maintenance of the school premises, to ensure the upkeep of the premises is satisfactory.
* To be responsible for the operation of a preventative planned maintenance programmed and routine for inspections of the buildings, fixtures and fittings.
* To be responsible for and carry out planned decoration maintenance schedule.
* Assess for minor works or repairs to be completed.
* Undertake simple and minor premises repairs.
* Undertake regular site inspections to identify and record any repair and maintenance requirements.
* Monitoring inventory levels of materials and equipment, ensuring the necessary resources are available for essential maintenance work.
* To record repairs and provide required Health & Safety records.
* To comply with all relevant statutory regulations.
* Undertake activities to maintain a safe, clean and well-functioning working environment.
* Assist caretakers if required with any emergency cleaning duties
* Assist caretakers when required to help in the set up events in school
* Undertake activities to maintain a safe and clean external environment.
* Assist with the distribution and collection of goods when required.
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| **Professional standards and development** |
| * Take responsibility for and participating in continuing professional development.
* Be a role model to students through appropriate personal presentation and professional conduct.
* Support all the School’s policies and ethos.
* Establish effective working relationships with professional colleagues both in school and as part of the school’s learning community and network.
* Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation.
* Reflect on own professional practice.
* Take responsibility for and participating in continuing professional development.
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| **Continuing professional development and formation** |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.
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| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with, all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
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| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.* *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.**It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.**The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*   |

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| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| NVQ in a related subject e.g. Cleaning & Support Services, or equivalent level of experience | Essential | A/I/C |
| Literacy and Numeracy skills, equivalent to Level 1 of the National Qualification and Credit Framework | Essential | A/I/C |
| Willingness to gain a First Aid certificate | Essential | A/I/C |
| Full Driving licence (free from significant endorsements)  | Desirable | A/I/C |
| **Knowledge & Experience** |
| Experience of caretaking or being a site keeper in a school or similar environment | Essential | A/I |
| Experience of using a variety of cleaning equipment and hand power tools e.g. buffing machines, drills etc. | Essential | A/I |
| Able to plan work to achieve completion with minimum disruption | Essential | A/I |
| Experience of completing paperwork and maintaining records | Essential | A/I/R |
| Experience of monitoring external contractors/specifications | Essential | A/I |
| Experience of communicating and exchanging information, including giving advice and guidance on Health & Safety issues including COSHH | Essential | A/I |
| Understand the importance of safeguarding and confidentiality to protect pupils | Essential | A/I |
| Working knowledge of estate related Health & Safety legislation | Desirable | A/I |
| **Technical Skills & Ability**  |
| Ability to undertake general building maintenance and minor repairs | Essential | A/I |
| Ability to inspect repairs and ascertain the quantity of materials required and the timeframe to carry out the work | Essential | A/I |
| Knowledge of the planning and implementation of service level agreements | Essential | A/I |
| Ability to manage small building/maintenance projects, including managing budgets and supervising staff | Essential | A/I |
| **Special working conditions**  |
| To be a key holder and on occasions attend call outs outside normal working hours | Essential | A/I |
| Able to undertake tasks which my need physical exertion and working from heights | Essential | A/I |
| **Personal characteristics** |
| Ability to work as part of a team | Essential | A/I/R |
| Ability to communicate well with all stakeholders, both adults and children | Essential | A/I/R |
| Good organizational skills and ability to prioritise work to meet deadlines | Essential | A/I |
| Problem solving skills with the ability to use own judgement and initiative to make recommendations and decisions, including the ability to remain calm and focused in emergencies. | Essential | A/I/R |