



Job Profile

Premises Level 5

Your job

Job purpose: To be responsible for the day to day maintenance and/or security of the school premises and sites thereby ensuring a safe working environment.

To be responsible for the security of the school and sites during and out of school hours.

And/Or to undertake and oversee cleaning of classrooms and allocated areas as required.

Reporting to: Senior site staff / School Business Manager

Responsible for Cleaner(s), assistant caretaker(s)

Liaising with: School Business Manager, senior site staff, external contractors, police/fire officers

Grade: G5

Gauge Ref: A23304

Disclosure level: Enhanced

Job Outline:

- To maintain the security of the school premises by securing (locking/unlocking) entrances and exits and reporting potential security breaches.
- To monitor and operate fire safety equipment and carry out fire drills as requested.
- To provide access to the school outside of normal school hours
- To operate and respond to alarm systems where appropriate



- To anticipate future maintenance work and schedule repairs with outside contractors negotiating on the best use of resources
- To be the main key holder on occasions and attend to call outs (outside of school hours) liaising with relevant emergency services if necessary.
- To monitor the allocated repairs/maintenance budget
- To order relevant consumables and equipment as required and to oversee their receipt, distribution, collection and despatch
- To assist with the planning and organisation of systems and procedures to record maintenance, building and security schedules.
- To carry out repairs (not requiring a contractor)
- To plan and carry out regular routine health and safety checks
- To operate and undertake routine maintenance of the heating plant, cooling and lighting systems reporting faults to the appropriate person.
- To undertake routine maintenance on faulty equipment, reporting more serious faults to the appropriate person.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Other specific duties:

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

Health and Safety Training

- To undertake Health and Safety Training on areas within your remit.
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Schools Job Profile Acceptance Form

Premises

Level 5 G5 – A23304

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____



Person Specification / Selection Criteria

Premises

Level 5

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings to a required standard	E		A, I
Handy person or DIY experience	E		A, I, R
Experience of supervising staff		D	A, I
Experience of cleaning building interiors	E		A, I
Experience of liaising with external contractors	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or equivalent qualification	E		A
NEBOSH		D	A, I
ILM or NEBS or equivalent level of supervisory experience		D	A, I, R
Health & Safety Certificate or willingness to work towards it	E		A, I



C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of COSHH regulations	E		A, I
Knowledge of health and safety at work regulations for example moving and handling	E		A, I
Full working knowledge of relevant policies, procedures, codes of practice and legislation	E		A, I
Willingness to undertake further relevant training as required	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete paperwork within agreed timescales	E		I
Ability to organise planned maintenance with outside contractors and/or business people	E		A, I
Ability to organise self and others	E		A, I
Ability to undertake DIY as directed	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance tasks	E		A, I
Ability to respond to routine maintenance problems	E		I



E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I