

Job Profile - Site Maintenance Assistant

Job purpose:	To provide maintenance and security as directed and undertake and oversee cleaning of classrooms and allocated areas as required		
Reporting to:	Trust Business Manager		
Liaising with:	Headteacher; CFO; TBM; Admin staff, School Site Staff; outside contractors		
Grade of post:	G4	37 hours	Full Year
Disclosure level:	Enhanced		

Job Outline

- To be the point of contact for the caretaking team across the trust.
- To liaise with the caretaking team at each school to ensure that works meet the required standards.
- To assist with in ensuring that the security routine of the school premises across the trust are carried out correctly and that any potential security breaches are reported to the relevant person.
- To assist the school-based caretakers to carry out routine statutory checks in line with legislation for examples fire alarms, water sprinklers, legionnaire testing.
- To conduct regular routine health and safety checks across the trust in line with the trust timetable.
- To be the designated key holder on occasions providing access and attend to emergency call outs outside of normal school hours.
- To carry out minor repairs not requiring a contractor and undertake decorating and improvement work as needed to support the school-based caretaking staff.
- To arrange emergency repairs with external contractors and/or LA as required.
- To undertake emergency/specialist activities/cleaning when required and ensure the annual deep clean is carried out across the trust.
- To provide cover at individual schools for caretaking staff members in the event of absence.
- To organise and participate in the movement of furniture throughout the trust when needed.
- To work with suppliers to negotiate best price and ensure best value across the trust.
- Deal with queries on invoices relating to estate management and negotiate preferential rates across the trust with the assistance of the finance officer.
- To provide guidance to other site staff on the operation/use of domestic and/or industrial cleaning equipment and materials (COSHH).

- To undertake electronic record keeping as required on the computerised system iAM.
- 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.
- To assist with the annual rolling programme of remedial works across trust.
- To oversee any building works during school holiday periods.

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.
- To cover caretaker periods of absence.
- To carry out any additional duties as requested in line with the job role.

Health and Safety Training

To undertake Health and Safety Training on areas within your remit.

Person Specification / Selection Criteria
Site Maintenance Assistant
Level 4



A. Experience

Source A = Application; I = Interview; R = References T = Task/Observation

	Essential	Desirable	Source
Experience of maintaining buildings to a required standard	E		A, I
Handy person or DIY experience		D	A, I, R
Experience of supervising staff		D	A, I
Experience of cleaning building interiors	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment	E		A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 relevant discipline or willingness to undertake		D	A, I
Basic Health & Safety Certificate		D	A
Willingness to undertake relevant training e.g. COSHH, health and safety at work	E		A, I
Basic IT experience with some knowledge of Microsoft packages	E		A, I
Basic Project management experience		D	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
Understanding of COSHH requirements	E		A, I

Knowledge of health and safety at work regulations for example moving and handling		D	A, I
Knowledge of building regulations		D	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/operate a range of equipment relevant to the post	E		A, I
Ability to complete routine paperwork and keep accurate records	E		I
Ability to undertake basic DIY tasks	E		A, I
Ability to supervise staff		D	A, I
Ability to use initiative to respond to routine problems	E		A, I
Ability to prioritise own tasks and those of others	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/cleaning tasks	E		A, I
Ability to respond to routine maintenance problems	E		I
Ability to manage own time and organise workload	E		I
Ability to work under pressure and hit targets	E		I
Ability to build good working relations with stakeholders.	E		I

E. Legal Issues

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