

THE FALLIBROOME ACADEMY

THE POST: SITE MAINTENANCE OFFICER (CARETAKER)

JOB TITLE:	Site Maintenance Officer		
RESPONSIBLE TO:	Site Manager	GRADE:	5 (SCP 7-11)

BASIC JOB PURPOSE

Under the direction of the Site Manager, to ensure that the academy's buildings, grounds and contents are properly maintained and secured ready for daily use.

To undertake such tasks as may be necessary for effective premises management including effecting repairs and undertaking portering, administrative and lettings duties.

MAIN TASKS

1	To monitor, operate and maintain appropriate site security systems including opening and closing the building at the beginning and end of the day, and to respond to occasional security callouts as necessary in order to provide satisfactory security arrangements.
2	To maintain the academy's buildings, including effecting repairs and improvements in order to ensure the most efficient use of the school.
3	To monitor systems such as heating, plumbing and air handling and to advise management of any faults in order to ensure the most economical use.
4	To actively monitor the site for safety and maintenance issues and hazards that may pose a threat to the wellbeing of students and staff. This may be fire exits, trip hazards, maintenance issues and any other potential hazards. These should be rectified or reported to an appropriate person. To liaise with contract cleaning staff and to monitor work carried out by them.
5	To discuss with, give advice as necessary and to monitor the work of contractors engaged by the academy to ensure specific standards are achieved and to report any concerns to the Site Manager.
6	To organise and to carry out portering duties (including moving furniture and setting up exam desks) which will secure the most efficient use of resources.
7	To carry out audits of areas such as staff and student toilets to ensure they have been cleaned and are fully stocked with paper, hand wash and hand dryers are in use. Report any vandalism identified.
8	To work outside of contracted hours for school events such as performances, open evenings and ensure the site is secure once all staff have left the school.
11	To support car parking during events held within school that attract members of the public in greater numbers.

12	To undertake maintenance and repairs in consultation with the Site Manager.
13	To undertake work such as fire alarm testing, legionella monitoring, emergency lighting testing, fire appliance inspections, portable appliance testing and maintain appropriate records. Full training will be given for this.
14	To occasionally drive the school minibuses to transport pupils on specific educational visits or to undertake specific journeys to collect personnel, equipment or supplies as directed by the school management. To oversee the maintenance and cleaning of the minibus.
15	To carry out cleaning duties during the day that may be required in an emergency and to undertake other cleaning duties (e.g. cleaning at high level in the kitchen), which are not covered by the cleaning contract.
16	To undertake training as required.
17	To actively promote the safeguarding and welfare of pupils at all times.
18	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
<p>Notwithstanding the detail in this job description, in accordance with the academy's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.</p>	

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PERSON SPECIFICATION

We are looking for someone who is trustworthy, reliable and a good team worker to join a very committed and dynamic team of people who work tirelessly for the benefit of the students and staff.

We wish to appoint someone who is flexible and used to 'multi-tasking' and who has the personal skills and qualities which best meet the needs of The Fallibroome Academy, its staff, students and the wider community.

Qualifications & Experience

Essential	Desirable
	Substantial DIY experience and practical maintenance experience
Full clean driving licence and access to own transport	
Transferable skills from previous work or home interests	
	Relevant qualifications in a relevant trade or health and safety
	Experience of working in a school or similar establishment

Knowledge & Skills

Essential	Desirable
Good standard of numeracy, literacy and ICT skills	
	Interest in health and safety
Ability to build and form good relationships with colleagues, students and other professionals	
Ability to work constructively as part of a team, understanding the various school roles and responsibilities including one's own	
Excellent communication and organisational skills	

Personal Qualities

Essential	Desirable
Good level of physical fitness to carry out some heavy lifting/moving of equipment	
Good attention to detail	
Ability to show initiative and to prioritise one's own work even when under pressure and without direction	
Able to follow direction and to work in collaboration with Line Manager	
Able to work flexibly to meet deadlines and respond to unplanned situations	
Desire to enhance and develop skills and knowledge through appropriate training	
Flexibility to work some late evenings and occasional weekends and to attend out of hours emergencies	
Evidence of excellent attendance and punctuality record	
Commitment to the academy's ethos, aims and its whole community	
	Living within a short distance of school would be an advantage