

## **OVERVIEW OF THE ROLE**

To provide site management and ensure security is maintained within the school. To plan, co-ordinate and implement inspection, maintenance and repairs to the school building and grounds. Liaise with contractors to ensure that the highest standards of service are maintained. To be responsible for the health and safety of the site and ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the school premises as a safe and secure working environment.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Management and Supervision**

- To Co-ordinate and implement routine inspection and repairs of the school buildings, equipment and external environment, including annual, monthly, weekly and daily inspections.
- To advise on the rolling programme of the redecoration/refurbishment.
- Investigate reported site issues, provide possible solutions and initiate repair/maintenance discussing with the Headteacher/SBM if appropriate.
- To order and supervise repairs and act as project manager for maintenance contracts and improvement schemes, ensuring best value for money is received.
- To assist the Headteacher/SBM to prepare documentation for tenders or specifications relating to site projects.
- Inspect the internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
- Manage, supervise and monitor any facility or building contractor undertaking work on the school premises. Ensure that any issues with contractors are promptly followed up.
- Provide the Headteacher/SBM with regular reports on buildings, maintenance and health and safety issues.
- Plan and manage all requests for works and preparations for school events such as assemblies, meetings, workshops and inset days.
- To ensure all cleaning materials and equipment are correctly stored.

### **Security and Health and Safety**

- To carry out and record the necessary water risk assessment checks (Legionella) and coordinate up to date surveys.
- Ensure that any repairs are carried out in a timely way, report any defects.
- Advise the Headteacher/SBM on all health and safety matters which require attention.
- Ensure that health and safety regulation are complied with, regularly reviewing the school's procedures and ensuring that they are compliant.
- Take responsibility for own and other's health and safety.

- Implement the health and safety policy at all times, review and assess at regular intervals or as the situation or legislation changes.
- Undertake and/or review the yearly fire risk assessment and update accordingly.
- Maintain and manage the school's asbestos risk register, ensuring all contractors are fully compliant in following the guidance and policy for the school site.
- Manage the safe opening and closing of the school to include all appropriate gates, windows, doors and fire escapes for the purpose of the school use.
- Have overall responsibility for ensuring that the weekly checking and proper operation and function of alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks for fire alarms, call points, fire doors, fire extinguishers and emergency lighting.
- Liaise as necessary with emergency services including the calling of the services as appropriate.
- Lock and unlock the school on a daily basis, including out of hours when necessary.
- To be the principle registered key holder, attend call outs and taking appropriate action.

## **General Duties**

- Ensure prompt cleaning of sickness, and spillages as required in accordance with the school's health and safety policy.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensure access, assist and secure premises for all emergency services as necessary.
- Receive school deliveries and move supplies to various parts of the building as appropriate.
- Remove furniture and equipment in accordance with the school's procedures.
- To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clocks.
- Liaise with heating and energy management contractors to maintain systems.
- Take energy readings on a monthly basis.
- To ensure lighting is kept in good working order and arrange replacements as necessary.
- Undertake daily and emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.
- Ensure that the school and its external grounds are kept clean throughout the day, ensure general tidiness of all external areas and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Ensure that the premises are kept free of pests and vermin.
- To ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.

- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are up to date, in case of an emergency.
- Maintain an up to date list of all hazardous substances and where they are located, including keeping all records for COSHH regulations up to date, in case of emergency.
- To be responsible for making appropriate arrangements for dealing with emergencies which occur outside of normal working hours.
- Maintain an overview of the installed electrical distribution units and which parts of the school they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
- Whilst on site remain contactable by school radio.
- To maintain manual and computerised logs of work undertaken, records and information as necessary.

## **General**

- To maintain all relevant logs, records and information as required by the headteacher.
- To attend meetings, training courses and events as directed by the Headteacher/SBM.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- To respect the confidentiality at all times of all matters relating to the school, pupils and staff.
- Be aware of and support difference and help ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Be able to communicate with other agencies/professionals/contractors.
- Recognise own strengths and areas of specialist expertise and use these to support and advise others.
- Commitment to safeguarding the welfare of all staff and students
- Contribute to the overall vision and virtues of Castlefield School

Whilst every effort has been made to explain the main duties/accountabilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable requests for the Headteacher/School Business Manager to undertake work of a similar level that is not specified in the job description.

This post may be subject to modification and amendment after consultation with the post holder.

