



Job Profile

Post: Site Maintenance Assistant

Reports to: Site Manager

Location: Highbury Primary School, Portsmouth but required to work at any location where business is conducted that is within reasonable distance of the School

Function of the post:

In liaison with, and in the absence of, the Site Manager take responsibility for the maintenance and security of the school premises and site, ensuring the school meets with health and safety legislation and is a safe environment for the school community.

Principal Accountabilities:

1. In liaison with the Site Manager ensure that the buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings, and setting and disarming the alarms when required. Ensure emergency procedures are understood.
2. Monitor the general condition of the exterior and interior buildings, and as directed by your line manager undertake cleaning, repairs and maintenance activities to improve the appearance and safety of the buildings and grounds as may reasonably be required.
3. As directed by your line manager, oversee on-site maintenance contractors to ensure work is undertaken in line with health and safety regulations, school policy, and that work is completed to the required specification and standards within the timescale set-out in the contract, reporting to your line manager or the Business Manager as appropriate.
4. Maintain accurate and current records and reporting procedures in liaison with your line manager and in accordance with academy and regulatory procedures to ensure the academy maintains strict health and safety standards, including fire, legionella, site security, asbestos, emergency lighting, and electrical tests.
5. Operate equipment and systems such as heating, cooling, lighting and alarms ensuring that they are maintained in good working order at all times, reporting any faults or deficiencies to the Site Manager.
6. Working to objectives and targets, manage the cleaning team (including performance management, absence management and delivering or sourcing relevant ongoing training etc.). Supported by the Site

Manager, establish a cleaning schedule, approved by the Head of School to deliver a professional service which is of a high standard and strives to be outstanding in all areas.

7. Monitor stock and order supplies as required and in-line with academy procedures.
8. In liaison with your line manager and the Business Manager ensure that correct procedures are followed for purchase, gathering quotations, and overseeing planned grounds improvement work and contracted services work as required.
9. Prepare rooms for use to include unlocking and opening rooms, room layout is as requested and equipment or additional furniture available. The room should be returned to the normal layout at the end of the session, and the room user advised to return any equipment or resources not normally stored in the room, with rooms secured and locked.
10. Undertake various collections and deliveries across the site adhering to safety and mindful of key transition times.
11. Cover any absences within the cleaning team by delegating or cleaning as required, to ensure a clean, hygienic and safe environment. This role will include an element of daily cleaning.
12. Support and assist members of staff and visitors with regard to premise management, ensuring the highest levels of customer service are set and achieved. This role will also include key holder responsibility.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs or from the Trust's Human Resources Department.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
Knowledge and Qualifications			Application Interview
Basic knowledge of building maintenance	√		
Knowledge of health & safety regulations and best practice	√		
Certificate of Training (or willingness to undertake training) in the use of: - Steps, Ladders and WAHR (incl. step stool) - Tower safety - Fire Safety Assessment Moving and Handling of Objects	√		
PAT Qualified		√	
General understanding of maintenance requirements within a school setting		√	
Knowledge of regulatory requirements in managing legionella and asbestos		√	
Skills			Application Interview References
Maintenance skills relevant to the duties of the post	√		
Ability to make decisions appropriate to the situation	√		
Problem-solving skills to enable efficiency in the maintenance of the school	√		
Have basic IT skills to enable the use of a computer for emails, job orders and reports		√	
Experience			Application Interview References
Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and is efficient for the school	√		
Experienced in undertaking a broad range of duties that are required to meet health and safety standards	√		
Proven experience of managing a team and ensuring standards of service are maintained	√		
Previous experience of maintaining accurate and up to date records and reporting procedures relating to school maintenance and works.	√		
Personal Attributes			Interview References
A calm approach under pressure with an ability to resolve issues			
Ability to work alone and unsupervised whilst being part of a wider team			
Flexible, conscientious and reliable approach to the post			
Good timekeeper and able to meet deadlines and establish priorities			
Professional confidentiality			
Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided.			