



Post: Site Maintenance and Grounds Person

Responsible to: Federation Business Manager

Pay: Grade 5 Point 11 - 14

Job purpose and role:

The Site Maintenance and Grounds Person is responsible for maintaining the school buildings and the open environment to include:

- Ensuring that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- Improvement, maintenance and cleanliness of the buildings and grounds

Duties:

- Ensure the premises are open for use as and when required and secured when not in use.
- Ensure the site remains a safe environment at all times
- Ensure the lighting, heating and water supply of premises are functioning appropriately
- Working with the school leadership teams a programme of site maintenance and strategic development is maintained and delivered
- Working with the federation business manager to ensure work carried out by contractors is quality assured and meets the needs of the federation
- Work with other members of the site team to ensure the schools are kept to a good standard of cleanliness

All of the above points should be carried out in accordance with the specifications of the Executive Head Teacher and the Governing Body.

This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The post holder will be expected to carry out tasks across both Stonehouse Park Infant School and Park Junior School.

Key holding & security of premises:

Supervision of the school including:

- Locking the Stonehouse Park Federation School Buildings (after 6.00pm term time)
- Carrying out security checks – windows, doors, operation of fire and security systems
- Act as a Key Holder for Stonehouse Park Infant School and Park Junior School
- Responding to emergencies affecting the school premises outside normal working hours
- Checking and securing the school premises subsequent to out of hours intruder alarm activation (payable as additional time as claimed)
- On rare occasions you may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends (payable as additional time as claimed)
- Regular fire alarm testing and logging of these tests
- Coordinate with third party contractors regarding alarm servicing

Heating systems:

Operation of the school heating system, including:

- Checking operation of boiler/heating plant and arranging call out of service providers if necessary
- Carrying out energy conservation measures
- Read meters and complete fuel usage returns
- Check time clocks for correct time and functions

Maintenance of premises and furnishings:

General maintenance of the school premises and furnishings including:

- Renewing light bulbs, fluorescent lamps and cleaning filters and diffusers
- Carrying out minor repairs to premises as necessary upon request such as replacing tap washers, replacing missing screws in hinges and catches and temporary repairs where necessary
- Undertaking minor internal decoration of the buildings (e.g. repainting small areas which have been repaired, damp patches etc)
- Carrying out minor day to day repairs and renovation of loose and fixed furniture, (e.g. kitchen equipment, furniture in classrooms, doors etc - as and when is necessary)
- Ensuring the gutters, drainpipes and rain water gullies are kept clear and where necessary arrange for contractors to carry out work
- In the absence of other members of the site team carrying out emergency cleaning duties arising in either school
- Emptying recycle bins and all outside bins on a regular basis at Stonehouse Park Infant School
- Reporting any defects of building, furniture, fittings and equipment to the leadership team
- Directing contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note
- Making safe any hazards and if necessary cordoning off areas of risk while work takes place

Upkeep of external areas

- Removing litter, grit, leaves/foilage from hard surfaces, (e.g. playgrounds, car parks, school fields, Forest school areas)
- Ensuring that main entrances and paths are clear of snow/ice by applying grit and salt
- Gardening - Weeding, border maintenance, planting/watering/maintaining pots
- Mowing the schools' fields and grass areas
- Regular checking of roofs for pooling, debris, plant growth etc
- Ensuring bin store is clear of debris

Other duties

- Completing tasks as identified in the caretaker's log book
- Ensuring all school clocks are working and showing correct time
- Overseeing the cleaning of windows
- Carrying out Legionella testing
- General portage duties and moving of furniture to ensure smooth running of school
- Carrying out Health and Safety inspections with the H&S governor on both school sites and ensuring any identified actions are completed in a reasonable timeframe
- Attending relevant courses to develop own knowledge, skills and understanding
- To follow the school's safeguarding policies and procedures
- Any other work requested by, and deemed appropriate by, the Headteacher and Governors
- Carry out Portable Appliance Testing

Supervision

General direction and work expectations will be provided by the Executive Headteacher. The Site Manager will be expected to be capable of working independently and collaboratively with the site team.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct and a safe environment.

Physical Effort

Occasional lifting may be required to move equipment and resources. Ladder training is required for working at height.

Working Environment

Most activities will be undertaken within school premises. Outdoor work may take place in varying conditions. Some anti-social behaviour by children and parents may be experienced.

Standards and quality assurance

- Support the aims and values of the federation school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances if required.
- Uphold the school's policies and procedures
- Participate in staff training.
- Attend team meetings when needed.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

The postholder will be expected to take any holidays outside of school term times.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Headteacher) Date:** _____