

Meadowside Community Primary and Nursery School

POST TITLE: MAINTENANCE Officer (p/t 20 hours per week)

NJC GRADE: Grade 5 SPC 8-14, £24,702 - £27,334 (FTE) per annum.

REPORTS TO: Headteacher

OVERALL PURPOSE OF THE JOB

- Security of our School Premises
 - Supervision and Management
 - General Maintenance
 - Porterage
 - Health & Safety
 - Training
 - Grounds Maintenance
 - Holiday Duties
 - Customer Care
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CONTEXT

The job is based in a Primary School with approximately 225 pupils on roll and 50 pupils in our nursery. The role is integral to the safe and efficient running of the school and its surrounding facilities. It is a part time position (20 hours per week), with 26 days holiday per year rising to 31 after 5 years continuous service, requiring the post holder to work their hours both during term time and in school holidays. This provides continuity and stability in running all functions of the school. The average working day will normally be within the school day, as a morning shift from 7am – 11am although there is some flexibility from time-to-time due to it being a job share. Flexibility may also be required on behalf of the candidate due to there being meetings and training held outside of and in addition to the working hours.

Security of our school premises

- To be responsible for opening and closing the building (all year round including non-term time, except for holidays agreed with the Head Teacher).
- To be responsible for the security of the premises.
- To ensure the premises are vacated before securing (unless otherwise directed by the Head Teacher).
- To ensure the building is secured (main doors, windows, gates, and outside stores) and intruder and fire alarms are set and working before leaving the premises.
- To be responsible for boarding up windows and doors in the event of vandalism against the school building.
- To act as primary key-holder for the premises and attend any call-out outside of normal working hours at the request of the school security management company.
- To ensure as far as reasonably practicable identification of all persons entering the building for the purposes of monitoring, evaluation or work to the premises and/or buildings, and any other visitors.

Supervision and Management

- To occasionally clean specified areas of the school, furniture and equipment as directed by the Head teacher.
- To ensure all bins (internal, external and paper recycling bins) are emptied at least daily and remove litter and debris from around the school premises (including grounds).
- To clean windows and to ensure external PVC windows and doors are kept clean.
- To source, order and maintain supplies of cleaning materials/equipment from appropriate suppliers and issue as and when required. Ensuring best value at all times when ordering stock.
- The post holder will often be required to work without direct supervision i.e. during school holidays, following lone working guidelines as necessary.
- To become efficient and knowledgeable in the use of our Health and Safety online system, iAM compliant, and to ensure paperwork and compliance work are regularly updated and logged on there.

General Maintenance

- To carry out repairs within the building under the direction of the Head Teacher (not requiring specialist knowledge or training).
- To deal with blocked drains and toilets.
- To ensure the provision of heating and lighting, including the replacement of bulbs and tubes; monitor heat levels and heating system taking into account the eco values of the school.
- To monitor electricity, gas and water meter readings and pass monthly readings to the Head Teacher.
- To monitor the periodic provision of maintenance services to the school via an external Service Level Agreement (SLA) for boilers, blending valves, water systems, legionella risk assessment, alarms, emergency lighting, fire extinguishers, P.E equipment, electronic equipment.
- To ensure drains and gullies are tidy and litter free.
- To remove snow and ice from entrances, pathways and access across playgrounds and ensure they are safe for pupils, parents, staff and visitors to access school.
- To ensure all classroom clocks are powered and running accurately.
- To prepare for decoration and redecorate areas of school under the direction of the Head Teacher.

Porterage

- To sign for deliveries and arrange the porterage of goods and equipment around school with regard to safe handling and lifting procedures.
- To hang and remove curtains and/or blinds up to a height of 11ft.
- To move furniture and stage equipment.

Health and Safety

- To carry out the daily, weekly, monthly safety checks as per the safety log book, including but not exhaustively:
 - 'Infrequently used' water outlets and log (weekly).
 - Fire exit door mechanisms and alarms, ensure they are operational and log (weekly).
 - Fire extinguishers are checked for tampering and safe to use and log (monthly).
 - Inspection and maintenance of dinner tables (monthly), and oversee the servicing by external contractor annually.
- To clean and dispose of any medical or personal hygiene waste/spills quickly and appropriately using the correct materials for use in school.

- To act as 'Fire Warden' and assist with regular school fire-drills and recommend improvements to safety where necessary (termly).
- To recommend improvements where risks are encountered.
- To ensure all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon - under the supervision of the Head teacher.

Training

- To attend training as and when required to enable the post-holder to carry out his or her duties safely and effectively, and cascade down as appropriate e.g. ladder training to teaching assistants; manual handling to middays.

Grounds maintenance

- Some general weeding/pruning/tidying of shrubs around the school premises including borders, pathways and perimeter fencing.
- Miscellaneous planting as and when required.

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To present high standards of personal appearance, in accordance with the school's ethos and values.
- To promote a favourable image of Meadowside Primary School to all building users, in all aspects of the Maintenance Officer's role.