

GRADE:	NJC Grade 5 (Point 7-8)
ACCOUNTABLE TO:	Head of School
RESPONSIBLE FOR	Relevant WSAPC Site

MAIN PURPOSE

To work with the Premises team under the direction of Head of School and School Business Manager, in all matters relating to the satisfactory operation of the school's buildings, grounds and equipment, including maintaining high levels of cleanliness, general maintenance and security, ensuring a safe learning environment for the young people.

To contribute to the overall ethos/aims of WSAPC.

KEY ACCOUNTABILITIES

Security

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. To lock / unlock the college building and exteriors on a daily basis.
3. Act as the designated key holder for the school premises, providing emergency access to the College site if required.
4. To liaise with police, security and surveillance contractors when necessary.
5. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).

Maintenance

6. To undertake minor appropriate repairs (i.e. not requiring qualified craftsperson) as agreed.
7. To arrange emergency repairs as and when required.
8. To organise and carry out various maintenance duties in liaison with HOS/SBM to ensure that the general upkeep and maintenance of the premises is satisfactory.
9. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves etc. as agreed by HOS/SBM.
10. To operate and maintain heating plant and lighting systems.
11. To undertake regular maintenance and safety Checks completing required paperwork
12. To ensure the cleanliness and safety of College grounds, i.e. leaf disposal, playground/pathway/snow clearance.
13. To collect and assemble waste for collection by disposal agents.
14. To co-ordinate and accept deliveries to the College site where necessary



15. To liaise / oversee onsite contractors, checking that work is completed to the required standards within required timescales.

Organisation and Supervisory/Managerial

16. To demonstrate and assist in the safe and effective use of cleaning equipment/materials.
17. To undertake general portage duties, e.g. moving furniture and equipment on and between sites where necessary.
18. To assist the SBM or nominated person in the operation of the lettings system.
19. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
20. To supervise cleaning staff and ensure cleaning is in accordance with specification as required (no more than one staff supervision).
21. To liaise with the College meals service contractors in relation to their use of the site and provision of their service, where appropriate.
22. To liaise with the HOS/SBM to ensure the safety and cleanliness of the site is at its optimum level at all times.
23. To follow financial purchasing processes for buying resources for building repairs including raising purchase orders, completion of reactive returns etc.
24. To arrange quotes for planned projects ensuring best value is achieved.

Responsibilities

25. To monitor / undertake cleaning duties as allocated to ensure a safe, clean and hygienic environment for staff, pupils and visitors to the college.
26. To be responsible for maintaining specific Health and Safety records for sites. i.e. fire safety, legionella, asbestos logs.
27. To work within a preventative planned maintenance programme, regularly inspecting the buildings, fixtures, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions and advise the HOS/SBM accordingly.
28. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
29. To participate in weekly meetings, training and other learning activities as required.
30. To recognise own strengths and areas of expertise and use these to advise and support others.
31. To ensure safe use by self and others of equipment and materials.
32. To be responsible, in liaison with the HOS/SBM, for the administration and control of the caretaking maintenance budget.
33. To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times.
34. Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by HOS/SBM.
35. Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes.
36. To establish constructive relationships and communication with all stakeholders, both internal and external.
37. To treat all users of the College with courtesy and consideration.



- 38. To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all.
- 39. To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times.
- 40. Be willing to support at other WSAPC locations as required by the HOS/SBM.

Signed: (Post holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ Willingness to undertake induction and ongoing training
- ✦ Good numeracy/literacy skills to GCSE (or equivalent) in Maths and English
- ✦ Knowledge of safe cleaning systems and use of chemicals in a school environment (COSHH)
- ✦ Knowledge of moving and handling procedures

Experience

- ✦ Handyperson experience
- ✦ Premises Officer/cleaning experience in a school or similar environment

Skills and Abilities

- ✦ An awareness of property management preferably in a school environment
- ✦ Willingness to develop knowledge and use of specialist equipment/resources
- ✦ Ability to relate well to children and adults
- ✦ Awareness of Health & Safety procedures and precautions
- ✦ Awareness of COSHH regulations
- ✦ Awareness of health and hygiene procedures
- ✦ Willingness to participate in development and training opportunities

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Other Requirements

- ✦ Full, clean driving licence
- ✦ Able to move between locations across West Sussex
- ✦ Able to provide a portaging service

