Role: Maintenance Assistant

Responsible to: Site Manager

Based at: Grace Academy Solihull

Hours: 37 hrs/week (Sun-Thur- Rotation of 10:00-18:00 and 13.30-21.30 shift patterns)

52 weeks per year

Grade: Grade F- G (£19,698 to £22,627 FTE) Salary dependant on experience

**Job Context**

To provide a safe, secure and maintained environment within the school buildings and grounds in order to portray an image which enhances the reputation of the school and complies with all legal requirements in relation to health, safety and the environment. Under the direction of the Site Manager to contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance.

**Key Responsibilities**

* Caretaking and Maintenance of the Academy building and grounds
* Security and supervision of the Academy
* Facilitate the running of Academy lettings
* Aid with cleaning and porterage for the Academy

**Job Description**

**Caretaking and Maintenance**

* Monitoring the standards of cleanliness of the premises and furnishings and reporting any

problems or faults to the Site Manager.

* Monitoring the standards of contractors who provide services to the premises e.g. cleaning, grounds maintenance and building maintenance contractors
* Advising the Site Manager to any repairs or maintenance work required at the premises

which is beyond the competence of the site staff.

* To follow and effect the agreed plan of preventative maintenance as discussed with the

Site Manager.

* To be capable of carrying out repairs and maintenance to the building, it’s facilities and

infrastructure including simple repairs to – plumbing, glazing, joinery, painting, patch plastering,

gardening and general etc.

* Ensuring that all areas within the site are free from litter and that all drains and gullies are

Free-flowing and clean.

* Ensuring that all means of escape all clear and accessible at the beginning of each shift.
* Cleaning duties including spot, emergency cleaning and specified daily cleaning which will be necessary to maintain hygiene standards. Ensuring sufficient stocks of essential janitorial materials are maintained e.g. soap, paper towels, toilet rolls etc.
* Taking delivery of stores, materials and other goods and conveying them to their points of

distribution.

* Monitoring the use of electricity gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the day and during holiday periods
* Ensuring that all caretaking and cleaning equipment is in a safe and working condition and

arranging for repair as appropriate;

* Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
* Assisting the Site Manager in ensuring that the legal provisions relating to Health and

Safety at work are properly adhered to, including the safe storage of any flammable/toxic

substances on site (excluding workshops/laboratories).

* Carrying out school-based procedures in the event of fire, flood, breaking and entering,

accident or major damage.

* Check and promote best practice in energy conservation in the use of heating, lighting, water

usage throughout all school buildings.

* Support the Site Manager in the planning, development and organisation of systems,

initiatives, procedures and policies.

**Security & Supervision**

* To act as a key holder, carrying out security procedures for the buildings and grounds. The

routine and non-routine opening of premises and grounds.

* Responding to calls outside normal working hours as a result of break-ins etc. and or/the

setting off of the burglar alarm(s) This includes nights and weekends on a rotational basis.

* Providing access, where possible, to the premises and classrooms in the event of snow or

minor flooding or similar emergency situations.

* Dealing with enquiries from workers and contractors.

**Other Duties**

* Undertaking lettings and related duties as appropriate which includes some evening and weekend lettings.
* Preparing the school premises and site for out of school activities and clearing up after these
* activities.
* To participate in arrangements for areas used for school functions which may include

Parents’ Evenings, Assemblies, Examinations, PTA events, and Curriculum Information

Evenings. This will include moving such items as tables, chairs etc.

* To drive the Minibus as and when required.
* Occasional collection of miscellaneous provisions away from school premises, where reasonable

**School Support**

* To be aware of, and comply with, the policies and procedures relating to child protection,

health and safety, security, confidentiality and data protection, reporting all concerns to an

appropriate person.

* To contribute to the overall ethos, work and aims of the school.
* Portraying a positive attitude and acting as a role model to our students
* To participate in training, other learning activities and professional development as may be

reasonably directed.

* To be willing to become a designated First Aider if requested.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.