



Premises Maintenance Operative Job Description

Job title: Premises Maintenance Operative

Line of Responsibility: Premises Manager

Job Purpose:

- To be a registered key holder for the School and attend site if contacted by the School's security monitoring stations.
- To carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage and attend site out of normal working hours when necessary due to such emergencies.
- Maintain security procedures for the School property and grounds including the routine opening and closing of facilities and the operation of the intruder alarm systems both during and outside normal working hours.
- Responsive and planned repairs and maintenance to the School buildings, environment, fixtures and fittings in line with the post holder's competence. For example:
 - Cyclical and responsive redecoration of classrooms, remedial work to remove graffiti, application of specialist treatments to external surfaces.
 - Minor plumbing works such as replacement of taps, toilet inlets, clearing blocked syphons, sinks and drains.
 - Construction and repair to gates and fences.
 - Maintaining lawns, flowerbeds, small trees and shrubs.
 - Doors and windows – glazing, renewing sash cords, easing / adjustment, installation of locks and door furniture.
 - The replacement of defective lighting units and the cleaning of fittings/diffusers.
 - The repair/maintenance and construction of internal joinery features such as desks, benches, display boards and bookshelves.
 - When required to be able to work safely at heights.

- To keep clean and maintain all of the Schools sites and premises equipment in good working condition, to ensure that it is stored correctly and that the workshop is kept in a kept clean and tidy and generally fit for purpose.
- To carry out on-site supervision of letting duties including the setting out and clearance of any furniture or equipment that may be required and generally liaise with hirers.
- To report to the Premises Manager any maintenance items which are beyond the post holder's competence or experience and which require the attendance of a specialist contractor.
- To ensure that regular maintenance inspections, required under the School's Health and Safety Policy, are carried out and that appropriate records are maintained and are readily available for inspection.
- Directing contractors to the relevant location and ensure that works are carried out satisfactorily, safely and according to the School's requirements.
- To regularly inspect the School's mechanical heating and ventilation systems to ensure satisfactory operation and report any defects to the Premises Manager.
- To record utilities meter readings on a monthly basis
- Preventing trespass and unauthorised parking on the School premises.
- The seasonal tidying of the grounds, including leaf clearance to ensure that all drains gullies and guttering are clean and free flowing.
- To provide weekend, holiday or sickness cover as necessary for other caretaking staff and carry out their duties, including shift, out of hours and weekend attendance:
 - The routine opening and closure of the School buildings and site generally.
 - Setting up of classrooms and other areas required for specific activities such as exams and performances
 - The supervision of the cleaning contractors and ensure that the School is cleaned to the appropriate standards and specification and that the appropriate Health and Safety rules are adhered to.
 - Ensuring that all hard and soft playing areas, car parks and paths are clean and free from litter.
 - To ensure safe access to the School buildings and grounds during inclement weather such as flooding or snow. To clear and salt paths where necessary.
 - To take delivery of stores, equipment, materials and other goods and to distribute them to the relevant departments or take into store.

- Carrying out any other duties that may reasonably be allocated, from time to time, by the School's managers, that are commensurate with the purpose and grade of the job.

Duties & Responsibilities

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Acknowledged and agreed by: _____ (signature)

Date: