

**RAMSDEN HALL ACADEMY
JOB DESCRIPTION**

JOB TITLE:	Premises Maintenance Assistant
RESPONSIBLE TO:	Premises Manager
GRADE:	Band 3 to Mid-Point 6-11

Purpose

To contribute to the smooth running of the school by carrying out a range of caretaking duties as directed by the Premises Manager including security and supervision of the site and related equipment and other caretaking duties including portering cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

The hours of employment are Monday-Thursday 7.30am to 3.30pm and Friday 7.30am to 3pm, working hours are to meet operational needs. This post is on a 52 week per year contract (23 days paid leave plus bank holidays). The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

Main Responsibilities

Security & Supervision

To act as key holder, carrying out security procedures for the buildings and grounds. Second on call to alarm 'call outs' as a result of break-ins etc, and or/the setting off of the burglar alarm. The routine and non-routine opening of premises and grounds. Providing access where possible to the premises and classrooms in the event of snow. Dealing with enquires from officers and employees of the trust. Attempting to prevent unauthorised access onto the school grounds. Dealing with Trespassers as being a large site sometimes attracts pedestrian traffic. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

Cleaning

Undertaking of cleaning of allocated areas, and secondary cleaning. Inspect the toilets twice daily, flushing and cleaning any soiled seats/areas as necessary. Replace toilet rolls and towels where necessary. Emergency cleaning, removing graffiti, unblocking drains. To carry out regular checks of the fat trap. Check the waste pumps are running and not blocked. Clean road signs which are on entrance and exit.

Grounds Maintenance

Cut grass to various area as directed by Premises Manager. Small tree works caused by wind damage, monthly checks of woodland attached to site. Hedge cutting, the use of brush cutter and the use of various garden machinery and chainsaw (City and Guilds level 2). Repairs to fencing. Maintain gardens of un-occupied staff houses.

Electrical Works

Small electrical work, dealing with damaged sockets and switches, making safe any damage to sites electrical system until electrical contractor can repair.

Outdoor Swimming Pool

Maintenance of correct chemicals to provide a safe pool to use. To carry out regular checks to make sure life-saving equipment is in place.

Staff Houses

Minor repairs to houses and ground maintenance as directed by the Premises Manager.

Waste Pumps

Regular maintenance checks to waste pumps to school site and front lodge.

Moat

Regular checks of danger signs to make sure they are present and in the correct place.

Powered Access IPAF

Working at height with the use of mobile elevated work platforms, cherry pickers and scissor lifts.

Maintenance and Health & Safety

- To carry out regular checks as directed by the Premises Manager. Drawing the attention of the Premises Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff. Carrying out first line of repairs and maintenance which are not beyond the scope of the post holder including under the direction of the Premises Manager.
- Carrying out routine checks on fire alarm and emergency lighting.
- Carrying out sprinkler system check weekly.
- Preparing the school premises and site for out of school activities.
- Weekly checks of minibuses including fuel, oil and damage.
- Carry out routine checks to automatic pumps and areas subject to flooding.
- Check and change roller towels.
- Set out and put away chairs for assemblies and meetings as required.
- Deal with any matter associated with meter readings.
- Supervise contractors as directed by the Premises Manager.
- Carrying out routine checks to outside play equipment/gym equipment.

Plumbing Work

Repair leaking pipes, simple installation work, such as plumbing in a new tap, or replacing a washer. Regular checks to booster pumps and boiler rooms. Basic checks and repairs to laundry equipment and machines.

Plastering Work

Such as repairing cracked or broken plaster. Making good damaged door frames, walls, putting up shelving or similar fittings.

Glazing Work

Repairing damaged windows, re-sealing or re-puttying glass panes. Specialist contractors should be used for repairs to large window panes or double glazed units or windows at high level.

General

- At all times to carry out the duties in accordance with the trusts' policies and health and safety procedures.
- Ensuring that all areas of the site are free from litter and animal faeces. All drains are clear and are free flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry goods, materials and cleaning chemicals.
- Ensuring that adequate supplies of pool chemicals/cleaning materials and other supplies are available.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The post holder will be expected to undertake any appropriate training provided by the Academy to assist them in carrying out any of the above duties.
- Protective clothing, provided by the Academy, must be worn at all times when working.
- The post holder will be required to maintain high standards of confidentiality at all times.
- To work within Academy policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships.
- To be aware of the confidential nature of issues.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To demonstrate in all aspects of the work, commitment to quality and customer service.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, security, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Health and Safety

To carry out all duties with full regard to the employee's legal obligations (under Health and Safety legislation) to maintain their own health and safety at work, to be aware of the impact of activities on the health and safety of others and to comply with any Department or local health and safety procedures or instructions.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Safeguarding

The Parallel Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced Disclosure and Barring Service (formerly CRB) check is required for this post prior to commencement.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out and may be altered in response to the needs of the Academy business.