



**PHILIP MORANT**  
SCHOOL & COLLEGE

## **JOB DESCRIPTION**

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

<b>POST TITLE:</b>	<b>Site and Grounds Assistant</b>
<b>BASED AT:</b>	Philip Morant School and College
<b>SALARY SCALE</b>	Band 2 Whole, points 3 to 6
<b>HOURS:</b>	37 hours per week, 2.30 pm to 10. 30 pm (10.00 pm on Friday) Some overtime may be required at weekends to cover staff holiday or sickness
<b>RESPONSIBLE TO:</b>	Facilities Manager
<b>JOB PURPOSE</b>	To contribute to the smooth running of the school by carrying out a range of caretaking & grounds duties including security and supervision of the site and related equipment, and other caretaking duties including portering and cleaning.

### **Responsibilities:**

#### **Security and 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 alarms.
- To provide access, where possible to the premises and classrooms in the event of snow and minor flooding or similar emergency situations.
- To deal with enquiries from contractors and suppliers and if appropriate, advising the Facilities Manager of their presence.
- To manage the prevention of unauthorised access onto the school premises and grounds. (Note in fulfilling this responsibility all employees are expected to work within established school procedures and the relevant codes of practice).

#### **Caretaking and Maintenance.**

- To undertake cleaning of allocated areas and secondary cleaning.
- To wash and clean diffusers and replace bulbs/tubes, taking note of a safe system of work in accordance with Health and Safety requirements.
- To draw to the attention of the Facilities Manager any repairs or maintenance work required which is beyond the competence of the Site Staff.
- To carry out first line repairs and maintenance that are not beyond the scope and capability of the postholder including:-
  - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  - redecoration as appropriate
  - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
  - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window at a high level.

## **Grounds**

- As and when required or as directed carry out the mowing using ride on and pedestrian mowers
- Marking out pitches and other sports areas as directed, for example the running track
- Painting and erecting goal posts and also inspecting and capping sockets
- Ensuring that all pitches are ready for use on the first day of term, as requested by the Head of the PE Department
- Run up areas, jump pits: carry out maintenance as required
- Hard courts: carry out maintenance as required to include over marking, posts, nets
- Trees, hedges, grass banks: carry out maintenance as required
- Ornamental grass: carry out maintenance as required (mowing, edging, etc.)
- Shrubs and flowers: carry out maintenance as required
- Lettings: Caretaking duties as opportunities arise

## **Other Duties**

- To ensure that all areas of the site are free from litter and all drains and gullies are free-flowing and clean.
- To take delivery of stores, materials and other goods and conveying them to their points of distribution.
- To ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- To carry out routine procedures or checks on ancillary equipment.
- To carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To test portable electrical equipment, if trained and accredited to do so.
- To undertake letting and related duties as appropriate and also to prepare the premises.

## **General**

- 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 follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To carry out any other reasonable task as required by the Trust.

In order to carry out the above duties, the post holder will need to travel on occasions to academies within the MAT. The role is based at The Philip Morant School and College, however, could be based at a different school within the Trust of a separate location in close proximity to the Trust's schools.

If you post is graded Band 4 or above you are required (subject to the Working Time Regulations) to work the hours that are necessary to do the job, this may occasionally involve attendance at meetings out of school hours.

This job description is subject to change to meet the needs of the effective running of the Trust.