

Job description for Facilities Staff
May 2022

Job Title	Facilities Staff
Hours	40 hours per week, Full Time (52 Weeks per year)
Remuneration	Up to £22,500 starting salary, 20 days holiday plus bank holidays
Based at	Great Warley and Hutton Manor sites on a rotational basis
Reports to	Head of Facilities and Health & Safety
Liaison with	Head of Facilities, Contractors and all members of the Woodlands Community.
Job Purpose	To contribute to the smooth running of the Schools by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.
Duties	<ul style="list-style-type: none"> 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 postholder. <p>Security and Supervision</p> <ul style="list-style-type: none"> The security of the premises and contents including operation of fire and intruder alarms, CCTV and key holder responsibilities.

- 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 at the appropriate times. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- To deal with enquiries from contractors and suppliers and if appropriate, advising the Head Caretaker and/ Head of Facilities 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 code of practice).

Caretaking and Maintenance

- Ensuring that the school's swimming pool meets all statutory and day to day running requirements including the cleanliness of water.
- Undertaking cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- To clean light fittings and replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers in accordance with safe working practices.
- Clean projector filters termly.

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Head Caretaker and/ or Head of Facilities.
- Drawing the attention of the Head Caretaker and/ or Head of Facilities to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff.
- Carrying out first line repairs and maintenance which 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, Erection of fencing;
 - 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 windows at a high level;
- Ensuring that all areas within the site are free from litter and seasonal debris
- Ensure that all gutters, drains and gullies are free-flowing and clean.
- To clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching goods, materials etc.

- Ensuring that adequate supplies of materials and other supplies are available.
- Operating the heating systems so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- 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. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out routine monitoring including of the fire alarm and in relation to legionella.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Grounds

- As and when required or as directed carry out the mowing using ride on and pedestrian mowers inclusive of strimming.
- Marking out pitches and other areas as directed, for example running track, football pitches, rounders pitches, grids etc.
- Painting and erecting goal posts and also inspecting and capping sockets.
- Ensuring that all pitches are ready for use on the dates given by the Head of the PE department.
- Hard Courts: carry out maintenance as required to include overmarking, post, nets
- Astro Pitch: carry out maintenance as required to include hoovering / blowing to remove debris and sanitisation as per guidelines.

- Trees, hedges, Bushes, grass banks: carry out maintenance as required
- Ornamental grass: carry out maintenance as required (Mowing, strimming, edging, leaf removal etc)
- Shrubs and Flowers: Carry out maintenance as required
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).

Other duties

- Planning of own work.
- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities.
- To support the school in completion of emergency evacuation practices.
- Driving of the school minibus (additional training will be if required)
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- 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 Board of Directors.
- The duties may be varied by the Headteacher and/or Board of Directors to meet changed circumstances in a manner compatible with the post held.

	<p>General</p> <ul style="list-style-type: none"> • 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 & Safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Board of Directors / Senior Management team are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • To carry out any reasonable tasks as required by the Headteacher and / or Board of Directors <p><i>This Job description is subject to change to meet the needs of the effective running of Woodlands Schools Limited (Incorporating Little Acorns Day Nurseries)</i></p>



Person Specification for Caretaker / Handyman **August 2021**

Qualifications and experience	Essential	Desirable
Specific qualifications or experience of cleaning	✓	
Basic knowledge of First Aid		✓
Ability to complete reports, forms and letters in a timely and accurate manner	✓	
Ability to count and undertake calculations	✓	
Ability to use computer, databases and other I.T applications as appropriate	✓	
Ability to use photocopier	✓	
Working knowledge of general school policies and procedures		✓
Ability to undertake general DIY tasks	✓	
Secure knowledge of security, heating plant and other building systems		✓
Personal Qualities		
Good organisational skills	✓	
Ability to manage own time effectively, efficiently and to work on own	✓	
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Overcome communication barriers with children and adults	✓	
Be prepared to develop and learn in the role	✓	
Ability to consult with colleagues in an effective way	✓	
Be a role model of behavioural management and application of the school's code of conduct	✓	
Skills and abilities		
Ability to follow instructions effectively	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to lead and motivate a team in a positive and successful way, where appropriate	✓	
Ability to remain calm under pressure	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Understand the role of others working in and with the school	✓	
Understand and support the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
Demonstrate ability to resolve routine problems independently	✓	
Demonstrate an awareness and commitment to equality	✓	
Good understanding of Health & Safety and impact of own actions	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Basic understanding of the learning experience provided at the school	✓	
Basic understanding of the way in which children develop		✓
Awareness and commitment to equality	✓	

