Job Profile
Premises
Level 3

Job purpose:	To undertake general maintenance and/or gardening and/or security duties as directed on school premises and sites		
Reporting to:	Headteacher / School Business Manager		
Responsible for - Staff	NA		
Liaising with:	Headteacher, other teaching staff		
Grade of post:	G3	**Gauge ref:**	A23303
Disclosure level:	Enhanced		

Job Outline

- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and areas, reporting potential security breaches.
- To carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing.
- To assist with regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure.
- To operate the heating plant, cooling and lighting systems.
- To ensure lights and other equipment are turned off as appropriate
- To undertake cleaning duties including graffiti removal, litter picking, collection and assembly of waste for collection.
- To undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- To be the main key holder on occasions and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- To provide a porterage service around the school and assist with receipt, distribution, collection and despatch of goods.
- To undertake basic record keeping as directed.
- To refill and replace consumables for example soap and towels.
- To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the appropriate person.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the staff review and development appraisal process. **Health and Safety Training** To undertake Health and Safety Training on areas within your remit.

Schools Job Profile Acceptance Form
Premises
Level 3
G3 – A23303

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date .....

Signed Headteacher: _____ Date .....

Signed Jobholder: _____ Date .....

Print Name Jobholder: _____ NI No: .....

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria
Premises
Level 3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings/grounds and/or gardens to a required standard		D	A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it	E		A
Willingness to undertake further relevant training for examples NVQ level 2, COSHH, health and safety at work	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements		D	A, I
Knowledge of health and safety at work regulations for example moving and handling	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		I
Ability to undertake basic DIY as directed	E		A, I

	Essential	Desirable	Source
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance tasks	E		A, I
Ability to respond to straightforward maintenance problems	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I