

LITTLE HEATH SCHOOL

Reading, Berkshire



JOB DESCRIPTION: Whole School Support Staff

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Job Title: Maintenance and Caretaking Officer

Grade/Salary Range/Hours: Grade C/WBC Spinal Points 3-5 37 hours per week (throughout the year)

Report to: Premises Team Leader

Job Purpose: The Maintenance and Caretaking Officer will:

- undertake general caretaking duties;
- carry out reactive maintenance around the school site;
- carry out proactive refurbishment work (within the level of competence of the jobholder) to enhance and improve the school's facilities.

Teaching and Learning

- Through the development of an attractive learning environment, to encourage students to improve their learning, promoting self-confidence and enhanced self-esteem.
- To promote the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with classroom teachers and other staff, including pastoral leaders.
- To be able to speak fluent English to an appropriate standard.

Assessment and Recording

- To support the work of the Communications Team in keeping records of deliveries and the like, as required.

Student personal development and well-being

- To help ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students.

Curriculum

- To keep up to date with national developments in curriculum design and pedagogy, in order to more effectively support teachers in their work, thus ensuring that the curriculum provides an effective framework for continuity of student learning and progression.

Management of Staff

- To support the work of other members of the Premises team as appropriate.

Management of Resources

- To liaise with the Communications Team Leader with regards to delivery of resources/materials to various meetings and setting up furniture in venues.

Relationships with key stakeholders

- To establish and maintain productive relationships with students, Senior staff, other members of support staff, members of the tutor and teaching team especially members of the pastoral team.
- To establish and maintain productive relationships with suppliers and contractors.
- To develop effective relationships with parents which focus on students' well-being.

Other duties

- To attend and participate in relevant meetings as required.

- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

Specific responsibilities of the post

Maintenance and Improvements

- To undertake planned proactive and reactive maintenance and improvement work that is within the level of competence of the jobholder.
- To carry out decorating around the school as required.
- To provide information on condition of furniture and fittings, and repair as required.
- To carry out emergency cleaning as required.
- To detect building defects, reporting them to the Premises Manager if appropriate, undertaking repairs within level of competence.
- To bring to the attention of the Premises Manager any work required around the school site of which they become aware which needs to be planned and budgeted for.
- To liaise with, and monitor the work of, contractors who attend site to carry out repairs, maintenance and improvement works
- To liaise as necessary with the cleaning contractor over day to day requirements and standards, reporting any unresolved or ongoing problems to the Premises Manager.
- To ensure that he/she adopts safe working practices, and takes all necessary health and safety precautions, having due consideration for his/her own safety and that of others. Personal protective equipment must be used where appropriate.
- Such other duties relating to the premises and site that the job holder may reasonably be expected to carry out, including assisting with covering the duties of absent colleagues and assisting colleagues with their duties in times of heavy workload, including during holiday periods.
- To act as the school keyholder, locking up and securing the site, should the other Premises officers be unavailable.

General duties

- To be responsible for the daily and periodic cleaning of allocated areas.
- To regularly clean as appropriate any areas not covered by the school cleaning contract.
- To carry out emergency cleaning as required.
- To issue soap, toilet rolls and paper towels and such other items as required by the school.
- To ensure the grounds and outside hard areas remain tidy by sweeping and removing litter and cleaning external drains and gullies.
- To empty outside bins daily.
- To check and clean water fountains around the school site on a weekly basis to ensure that they are kept in a hygienic condition.
- To sweep out and tidy the school minibuses (on a monthly basis, check that the lights and mirrors are in good working order. Check that Oil, water and tyres are also be checked monthly).
- To promptly distribute deliveries around the school site as required.
- To carry out both routine and non-routine movement of furniture and equipment around the site.
- To set up the hall and other areas as directed for examinations, assemblies, concerts etc..
- To undertake any necessary action as directed by the Premises Manager in the event of bad weather or emergency.

No budgetary responsibility