

Oughtrington Community Primary School
Maintenance Officer Job Description

Grade 5 SCP 8 – 14

£25,992 - £28,642

35 hours per week

Mon, Tues, Weds + Fri 11am – 6.30pm

Thursday 11.30 - 7pm

(includes a 30 mins unpaid break)

Accountable to: Headteacher

Job Purpose: To be responsible for the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that children, staff and visitors have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the facilities.

Security of our school premises

- To be responsible for closing the building and setting the school intruder alarm system (all year round and will also include opening during the school holidays, except for during annual leave agreed with the Headteacher in advance).
- To ensure as far as reasonably practicable identification of all persons entering the building for the purposes of monitoring, evaluation or work to the premises and/or buildings.
- To supervise as appropriate all service and maintenance contractor visits.
- To be responsible for the contents of the building.
- To ensure the premises are vacated before securing (unless otherwise directed by the Headteacher).
- To ensure the building is secured (main doors, windows, gates, and outside stores) and intruder and fire alarms are set and working before leaving the premises.
- To act as primary key-holder for the premises and attend any call-out outside of normal working hours.

Cleaning duties

- To ensure that all areas in school are cleaned daily to a high standard of cleanliness by the cleaning team and support when absolutely necessary.
- To ensure all bins (internal, external and recycling bins) are emptied at least daily.
- To ensure all cleaning equipment is used safely and any faults are reported immediately to the Headteacher who will advise the appropriate service.

- Order & maintain supplies of cleaning materials/equipment from appropriate suppliers
- Regularly remove litter and debris from around the school premises (including grounds).
- Alongside the Headteacher, supervise the work of cleaning staff; allocate, and give guidance upon the performance of, day-to-day tasks to be undertaken.

General Maintenance

- To carry out repairs / maintenance / painting and decorating to the building and its fixtures under the direction of the Headteacher (not requiring specialist knowledge or training).
- To ensure the provision of heating and lighting, including the replacement of bulbs and tubes; monitor heat levels and heating system taking into account the eco values of the school.
- To monitor electricity, gas & water meter readings and pass monthly readings to the School Business Manager.
- To monitor the periodic provision of maintenance services to the school via SLA's for boilers, blending valves, water systems (legionella risk assessment), alarms, emergency lighting, fire extinguishers, P.E equipment, electronic equipment.
- To ensure drains and gullies are tidy and litter free.
- To remove snow and ice from entrances, pathways and playgrounds and ensure they are safe for pupils, parents, staff and visitors to access school (shift patterns may need to alter in the event of adverse weather conditions).
- To ensure all classroom clocks are powered and running accurately.

Porterage

- To sign for deliveries and arrange the porterage of goods and equipment around school with regard to safe handling and lifting procedures.
- To hang and remove curtains and/or blinds up to a height of 11ft.
- To move furniture and stage equipment, as directed by the Headteacher.

Health and safety

- Complete the school daily, weekly, monthly safety checks and log these via iAMCompliant our H&S system. Including but not exhaustively: Grounds and site safety checks, 'Infrequently used' water outlets, Fire exit door mechanisms and alarms, ensure they are operational, Fire extinguishers are safe to use.
- Where appropriate to clean and dispose of any medical or personal hygiene waste/spills quickly and appropriately using the correct materials.
- To have an outline understanding of Equality and Diversity and Health and Safety, Asbestos Management, Legionella Management, Fire and Bomb Management, COSHH and RIDDOR.
- To adhere to the school's Safeguarding and Child Protection Policy which safeguards and promotes the welfare of all children.
- To act as "Fire Warden" and assist with regular school fire-drills and recommend improvements to safety where necessary.
- To carry out regular health and safety assessments of conditions, activities and protocols in school and confirm satisfaction.
- To recommend improvements where unacceptable risks are encountered.

- To ensure all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon - under the supervision of the Headteacher.

Training

- To attend training as and when required to enable the post-holder to carry out his or her duties safely and effectively.
- To attend meetings where necessary.

Grounds maintenance

- Some general weeding/pruning/tidying of shrubs around the school premises including borders, pathways and perimeter fencing as directed by the Headteacher.
- Miscellaneous planting as and when required.
- Direct the Grounds Team's work.

Holiday Duties

- Complete as per holiday job list. This list may be adjusted as necessary to add or take away jobs according to the school's needs.
- Note : Annual leave will only be permitted during term time with appropriate notice period and approval from the Headteacher.

Customer care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To present high standards of personal appearance, in accordance with the school's ethos and values.
- To promote a favourable image of Oughttrington Primary School to all building users, in all aspects of the Maintenance Officer's role.

Review Arrangements The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.