**Location**: Ashfield Junior School

**Pay Grade:** H3-H4 (£24,790 – 26,409) depending on experience

**Purpose of the Role**:

Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and providing an appropriate environment for students to work and learn.

**Responsibilities**:

* Be responsible for ensuring the security of school buildings, site and resources.
* Act as a designated key holder for the site, providing out of hours and emergency access to the school site.
* Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
* Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
* Responsible for regular maintenance checks and follow-up actions
* Responsible for day-to-day maintenance in the school (as needed)
* Responsible for cleaning the dining hall after school lunch and maintaining/cleaning the school hall
* Manage the School’s maintenance requirements to support a regular and cost effective maintenance programme
* Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
* Inform admin staff of premises related equipment requirements and supplies within the agreed budget for each school
* Responsible for the regular checking and operation of systems such as fire alarms, heating, cooling, lighting and security
* Work alongside the Headteacher and Office Staff to arrange tenders and quotes; and manage the appointment of external contractors
* Supervise other premises staff including contract cleaning staff.
* Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
* Liaise with other school staff/departments on premises issues.
* Responsibility for access arrangements for all school lettings and ensure that the schools are safe, clean and ready for pupils and staff after lettings
* Monitoring utility usage and tacking action to reduce expenditure where appropriate.
* Act as H&S Officer and complete termly H&S checklist inspections
* Report H&S matters to SLT and Governors

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| **Knowledge**  NVQ level 2 (or equivalent)  Minor DIY repairs and maintenance  Level 1 Safeguarding / Awareness of keeping children safe  Awareness of Control of Substances Hazardous to Health (COSHH)  Working knowledge of Health and Safety at Work  Working knowledge of policies and procedures  Knowledge of legionella and asbestos testing  Understanding of the Schools Ethos, Vision and Values  Manual Handling | **Competencies**  Communication (written and verbal)  Listening  Team working  Monitoring  Planning and organising  Flexibility  Customer service |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*