



Mount Grace School
Committed to Excellence

Job Title: Site Technician / Minibus Driver

Grade: H4
Hours: 37 Hours per week / Full time

Purpose:

To assist the Site Supervisor in all matters relating to the smooth running of the school's buildings, grounds, vehicles and equipment.

Job Context:

As a vital member of the Site Team, the post holder plays a crucial role in ensuring the smooth operation of various aspects within the school, including buildings, grounds, vehicles, and equipment.

The Site Technician will follow a shift schedule alongside the Caretaker and Site Supervisor, who are all responsible for both the opening and secure closing of school facilities. Additionally, they provide transportation services for students, oversee the maintenance and perform necessary repairs to the premises, manage deliveries, coordinate with contractors, and supervise school lettings.

The role demands flexibility as the post holder must be ready to work during evenings within the confines of a standard 37-hour workweek, Monday to Friday. Furthermore, there may be occasions when additional hours are required during evenings and weekends, compensated at the appropriate overtime rate. This flexibility is crucial to support and facilitate extended school activities.

Responsibilities:

SECURITY

- Apply your knowledge and skills to ensure the security and proper maintenance of the school's site.
- Demonstrate your vigilance by performing gate duties at the beginning and end of the school day as directed by the duty rota.
- Key Holder and intruder alarm call list

GENERAL MAINTENANCE AND REPAIRS

- Utilize your expertise in maintenance and repair to promptly identify and report faults in buildings, fixtures, fittings, grounds, vehicles, and equipment that require specialized attention to the Site Supervisor.
- Demonstrate your skills by performing daily litter picking and emptying of bins, both externally on a daily basis or as needed, ensuring the proper disposal of waste and

clutter around the site.

- Apply your maintenance and repair abilities to assist in the upkeep and enhancement of the school, addressing tasks related to fire safety equipment, light bulbs, door closures, handles, floors, tables, chairs, and other items as required (the list is not exhaustive).
- Execute periodic daily checks of toilets, sports facility changing rooms, staff rooms, and common areas, taking corrective actions such as spot cleaning and replenishing necessary supplies, including soap, hand towels, and toilet rolls.
- Utilize your practical skills for general portorage duties, including moving furniture and equipment within the school.
- Apply your hands-on expertise for handyman tasks, including repairs to furniture, fixtures, and non-specialist decorating tasks, as well as minor plumbing repairs.
- Collect litter and dispose of waste properly, demonstrating your commitment to maintaining a clean and safe environment.
- Assist the school's cleaning contractors and demonstrate your ability to carry out cleaning duties not covered by the school's cleaning contract, ensuring the health and safety of premises users.
- Utilize your skills to maintain the cleanliness of school toilet facilities and record regular checks for damage, graffiti, etc. Perform general cleaning duties not included in the school's cleaning contract, including emergency ad hoc cleaning of internal and external areas, such as handling hazardous waste like broken glass, vomit, and water spillages.
- Be prepared in the winter months, you may be called upon to clear snow, spread salt outside of your working hours to ensure the school remains open and safe.

SCHOOL TRANSPORT

- Possess a valid driving license, category D1, to drive the school's minibuses.
- Apply your expertise in vehicle maintenance to supervise students on board during transportation to and from school, as well as for school visits.
- Conduct thorough pre-journey checks on the minibus to ensure it is safe for transporting students, including winter-specific checks and defrosting.
- Utilize your skills to maintain the cleanliness of all minibuses and ensure they are properly fuelled.

EVENTS

- The setting up and putting away of the hall / other school areas as required for all internal / external events and ensuring the hall is left clean, tidy and ready for use.
- Ensure that the hall is left in a clean, tidy, and ready-to-use condition after events,

applying your attention to detail.

- Work at school lettings in accordance with the terms and conditions that apply to hirers of the premises, showcasing your commitment to delivering an excellent service.

PROJECT WORK

- Apply your expertise to assist in minor construction and school improvement projects under the supervision of the Site Supervisor, demonstrating your ability to carry out challenging maintenance and repair tasks.

Health & Safety:

The post holder will need to be aware of and comply with policies and procedures relating to:

- School premises.
- School vehicles and school transport.
- Child protection.
- First aid.
- Participate in Fire drills as required.
- Undertake any training necessary to perform the above and to meet health and safety requirements.

Qualifications / Personal Qualities:

- Experience of working in a school or similar environment is desirable.
- Knowledge of general repairs / maintenance and evidence of success in DIY tasks.
- Clean driving licence desirable with minibus driving qualification (or willingness to undertake necessary training)
- A valid first aid certificate (or willingness to undertake necessary training)
- Flexibility and sensitivity to the needs of a wide range of users of the school premises.
- A patient and calm approach to difficult situations.

Problems and Decisions:

- Subject to the direction of the Site Supervisor, the post holder will be expected to act on his or her own initiative including the prioritisation of workload.
- Be on call in the event of an emergency call out on site when the Site Supervisor is unavailable.

Supervision:

There are no subordinates reporting to this position.

Responsible to:

Site Supervisor and Operations Manager

Salary:

H4

This job description is not intended to be an exhaustive list; 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 after negotiation.

Job Description received and agreed:

Signed:

Date

Attributes	Essential	Desirable
Maintenance Skills: Ability to perform basic repairs and maintenance tasks around the school premises, including plumbing, electrical work, and general DIY tasks.	✓	
Security Awareness: Understanding and implementing security measures to ensure the safety of students, staff, and school property.	✓	
Cleaning and Hygiene: Keeping the school facilities clean and well-maintained, including classrooms, corridors, and restrooms.		✓
Health and Safety Knowledge: Understanding and adherence to health and safety regulations within the school environment.		✓
IT Skills: Basic knowledge of IT for monitoring and managing building systems.		✓
Communication Skills: Effective communication with staff, students, and external contractors for reporting and addressing maintenance issues.	✓	
Problem-solving: Ability to identify and address issues promptly and efficiently, solving problems as they arise.	✓	
Flexibility: Willingness to work flexible hours, especially during emergencies or special events.	✓	
Teamwork: Collaborating with other staff members and contributing to the overall well-being of the school community.	✓	
Physical Fitness: Being fit and capable of physical work, including tasks that may require lifting, bending, and working on your feet for long periods.	✓	
Willingness to Upskill: Openness to acquiring new skills and knowledge, and a proactive approach to professional development.	✓	
Experience in a School Setting: Previous experience working in a school environment is beneficial.		✓
Driving Skills: Possession of a valid and clean UK driving license with the appropriate D1category for driving a mini-bus.	✓	
Safety Conscious: Prioritizing the safety of students during transportation, ensuring adherence to traffic rules and regulations.	✓	
Customer Service Skills: Courteous and friendly interactions with students, parents, and school staff.	✓	
Experience with School Transport: Previous experience in transporting students, particularly in a school setting.		✓
Knowledge of Vehicle Maintenance: Basic understanding of vehicle maintenance and reporting issues promptly.		✓
First Aid Certification: Training in basic first aid to respond to medical emergencies.		✓
Knowledge of Regulations: Awareness of relevant regulations and compliance standards related to school facilities.		✓
Understanding of Child Protection: Awareness of child protection policies and procedures within the school environment.		✓

Normal hours of work:

Day	Start	Finish	Lunch	Hours
Monday	07:30	15:30	30 minutes	7.5
Tuesday	07:30	15:30	30 minutes	7.5
Wednesday	07:45	15:30	30 minutes	7.25
Thursday	07:30	15:30	30 minutes	7.5
Friday	07:45	15:30	30 minutes	7.25
			Total hours	37