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## Job Description - Maintenance Officer

**Grade:** 5 37 hours per week (Split shift Mon – Fri 6.30am – 10.30am 2.30pm – 6.00pm)

**Responsible to:** Estates Manager

**Job Evaluation:** A10337

### MAIN PURPOSE OF THE JOB:

To undertake the efficient maintenance of the buildings and site, including certain technical and administrative duties, to ensure their most effective use. The principal responsibilities include:

- Security of school premises
- General maintenance
- Porterage
- Health & Safety
- Stock Control
- Staff guidance and training

### KEY DUTIES AND RESPONSIBILITIES:

#### Security of Premises

- Maintain the opening and closing of the school buildings and setting the school's intruder alarm system, all year round, including non-term time.
- Ensure as far as reasonably practical, the identification of all persons who enter the building for maintenance or building work.
- Be responsible for the contents of the buildings of the school.
- Ensure that the school is vacant before securing.
- Ensure all roller shutters are secure prior to alarming the school, and upon opening, to ensure all shutters throughout the school are opened.
- Attend, outside normal working hours, in the event of emergency call out.
- Be responsible for boarding up windows and doors in the event of vandalism against the buildings of the school.
- Act as primary key holder for the premises and also in the event of a call out outside of normal working hours.

#### General Maintenance

- Procure quotations from contractors and suppliers.
  - ensure contractors working in the school, that the appropriate checks have been carried out under the CDM regulations.
  - Carry out repairs within the building under the direction of the Estates Manager, that do not require specialist knowledge or training.
  - Ensure the provision of heating and lighting to the school, including the replacement of lighting tubes and bulbs.
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- Report heating requirements to the Business Manager and ensure that the heating system maintains adequate temperature throughout the school.
  - Monitor electric and gas meter readings and to provide a record on the request of the Estates Manager.
  - Monitor the periodic provision of maintenance services to the school for boilers, blending valves, water systems, alarms, emergency lighting, fire extinguishers, PE equipment, asbestos and electronic equipment, including portable appliance electric testing.
  - Maintain an annual fire risk assessment using standard format for all school buildings.
  - Maintain all appropriate maintenance records, including regular assessment records, and the Log Book, and provide them on request to the Business Manager.
  - Ensure that drains and gullies are litter free and clean.
  - Remove snow and ice from entrances, pathways and playgrounds and ensure they are safe for pupils, parents/carers, staff and visitors to access school.
  - Ensure that all clocks are powered and running accurately.
  - Remove graffiti immediately.
  - Undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods.
  - responsible for carrying out risk assessment methods statement and COSHH.

### **Porterage**

- Arrange the porterage of goods and equipment around the school (within reason) and with regard to safe handling and lifting procedures.
- Hang and remove blinds and curtains up to a height of 3 metres.
- Move furniture and other equipment as directed by the Headteacher and other staff.
- Assist as appropriate in sets for assemblies, school performances, etc., under the direction of the Headteacher/Head of School.
- Carry out banking duties.

### **Health and Safety**

- Monitor hot and cold water temperatures in outlets throughout the school and report to the Estates Manager any water risk assessments.
  - Regularly liaise with representatives from the LA, WPAT, water assessment personnel, fire alarm personnel, and asbestos personnel, maintaining their records, and reporting to the and/or the Business Manager appropriate information.
  - Regularly check all doors, including those with electronic opening mechanisms, to ensure correct operation and safety.
  - Regularly check fire exit door mechanisms to ensure their correct operation and safety.
  - Regularly check that emergency lighting is operating correctly.
  - Regularly check fire extinguishers for correct and safe operation.
  - Assist with regular fire drills and recommend improvements to safety where necessary.
  - 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.
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- Ensure that all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon, under the direction of the Estates Manager and/or the Business Manager.
  - Undertake pest control, for example, ants, bees, etc.

### **Stock Control**

- Control and monitor caretaking materials including toilet rolls, tissue, paper towels, cleaning solutions, cleaning equipment, such as brushes, mops and cloths.
- Requisition new stock purchases as when required with the Business Manager.
- Ensure that all stocks are securely stored and properly issued as and when required.

### **Staff Guidance and Training**

- Monitor the cleaning standards of the school and provide reports to the Estates Manager and/or the Business Manager as necessary.
- Provide instruction to staff over operations and safety with regard to doors, health, risk assessments as appropriate.
- Attend regular training.

### **Grounds Maintenance**

- Ensure that the outdoor classroom and grounds are free from hazards.
- Remove litter, such as on the grounds, borders and any items that pose a risk to those who access the grounds.
- Undertake regular risk assessment and report to the Estates Manager and/or Business Manager as necessary.
- Ensure that designated access areas are safe in poor weather conditions such as snow and ice.
- Maintain boundary fences, gates and their supports, the scooter rack, site furniture, refuse containers, etc.

### **People skills**

- Treat pupils, parents/carers, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's mission and values.
  - Present high standards of personal appearance in accordance with the school's ethos and values.
  - Promote a favourable image of the school to all building users in all aspects of the role as a Maintenance Officer.
  - Attend relevant meetings.
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