



Northease Manor School

Job Title:	Maintenance / Care taker (full time)
NJC Salary Scale:	SCP 2 (£18,198) Accommodation free (2 bed self-contained flat)
Line Manager:	Site Manager
Working Hours:	Monday – Friday 37.5 (flexibility required to stagger hours with Site Manager. Some occasional weekend availability required due to events at School.
Working Weeks:	52 Weeks (includes attendance on all INSET and staff training days)
Statutory Holiday entitlement:	5.6 weeks to be taken during normal School holidays

Role Purpose:

To work proactively under the direction of the Site Manager or nominated member of staff, to provide an effective site service to the School, ensuring the upkeep of a high standard of maintenance & security, grounds and safe learning environment for the students.

You will be required to live on site for the better performance of your duties. You will be required to sign a Service Occupancy Agreement.

As a member of Northease Manor School staff you are expected to perform any duties as may reasonably be assigned to you by the Site Manager or a member of the Senior Leadership Team.

Duties and Responsibilities:

- Unlocking and locking of School buildings as directed and unsetting and setting of intruder alarm. General security duties ensuring that the site is safe and secure (weekdays and at weekends).
- General maintenance, minor repair work including doors, windows, toilet seats, furniture, basic plumbing, carpentry and electrics, painting of walls and woodwork and other decorating work as directed. Respond within appropriate timescales to repairs and maintenance issues as noted in Maintenance Book.
- To ensure the School grounds are maintained in good order and that the required gardening duties are carried out appropriately, maintaining a safe and presentable environment for students, staff and visitors. To operate garden machinery and equipment in a safe manner.
- To ensure pathways are kept moss and debris free and assist in repairs of cracked or uneven pathways.

- General portage duties around the site including moving furniture and resources as required. Preparation of Tudor Hall for School events including removal of partition wall and changes to layout of furniture for School events.
- Unlocking and locking of premises and being a point of contact when there are events at School during weekends (including weddings).
- Carry out routine checks of water temperatures, fire checks and other maintenance checks and procedures as directed by the Site Manager.
- General overall maintenance and day to day looking after of the swimming pool (when in operation).
- To accompany tradespersons/contractors around the site as necessary as directed by the Site Manager.
- To assist in cleaning and weekly routine check of minibuses.
- To assist with waste management and recycling as required.
- To assist the Site Manager as directed.
- To assist in Fire practice routines.
- To assist in general cleaning duties as required.
- To operate a health & safety working environment in accordance with Health & Safety Policies and Risk Assessments ensuring all are adhered to.
- Be contactable at all times by the School whilst on duty and at weekends when events are held at School.
- To comply with regulations relating to security and confidentiality (data protection).
- To liaise on a daily basis with Site Manager to discuss any areas of concern and to prioritise work.
- To complete documentation electronically to a good standard of accuracy to include assessments (COSHH, fire etc.) and premises checklists (training will be provided).
- To uphold the School's policies for anti-discriminatory practice and equality of opportunity.
- Develop and nurture positive relationships with staff, students and the School's extended community.
- Be flexible and accommodating to meet the changing needs of the School.
- To uphold the School's policy for Child Protection & Safeguarding.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the School reserves the right to update your non contractual job description, from time to time, to reflect changes in, or to, your job.

Due to living on-site, you will be unable to take more than two weeks' holidays at a time during the School holidays periods and your holidays will need to be staggered with other members of staff within the site management team.

The demands of this role include the ability to be on your feet for most of day, operate machinery and require a high level of manual handling and physical dexterity and stamina. A capacity to deal with the requirements and demands of meeting service deadlines is required.

A clean driving licence is essential and a condition of continued employment of this post.

Person Specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • 2 years or more experience of working in a facilities or premises environment or an environment where required knowledge and skills have been used • Have an appropriate level of English and ICT skills to complete necessary site related documentation • Good knowledge of health and safety • Awareness and acceptance of the School's equal opportunities policy • Communicate effectively with both staff and students • Work flexibly and share in workloads, particularly during periods of pressure • Be able to carry out all duties to a high standard • The willingness to undertake appropriate IT training. • Willingness to participate in further training and development opportunities offered by the School, to further knowledge (e.g.health and safety). • Ability to carry out manual work, operate machinery and possess physical dexterity and stamina. 	<ul style="list-style-type: none"> • First Aid at Work Certificate (training will be provided if certificate not held).

Attitudes and Attributes	<ul style="list-style-type: none"> • Ability to use initiative • Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines • Ability to work with minimum supervision • Reliability • Positive and flexible attitude • Stringent in maintaining confidentiality • Projects a professional image for the School • Uses initiative • Work flexibly as part of a team. 	<ul style="list-style-type: none"> • Previous experience of dealing with a range of people.
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Northeast Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to obtain an enhanced DBS Disclosure.