



JOB TITLE: SITE MAINTENANCE ASSISTANT (SCHOOL PREMISES)

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB PURPOSE: To work alongside the existing site maintenance team to help to provide a safe, secure and maintained environment within the school buildings and grounds in order to portray an image which enhances the reputation of the school and complies with all legal requirements in relation to health, safety and the environment.

Under the direction of the Premises Manager to contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards including security and supervision of the site and related equipment, and other caretaking duties including portorage, cleaning and maintenance.

RESPONSIBLE TO: School Premises Manager, Business Manager

LIAISES WITH: Site Maintenance Assistants, Cleaning Staff, Contractors & Suppliers

HOURS OF WORK: 37 hrs per week, Full Year – See details below

POST GRADE: Grade 3 (Pt 3) (£18,562)

08.00am – 4.00pm (30 mins lunch) Mon- Thurs
08.00am – 3.30pm (30 mins lunch) Friday

Flexibility will be required as hours may change subject to the time of year and holiday periods.

Annual leave must be taken during school closure periods

1. INTRODUCTION

1. **MAIN DUTIES AND RESPONSIBILITIES:**

1.1 Caretaking and Maintenance

- Under the direction of senior staff to undertake cleaning duties within allocated areas in line with specified standards.
- To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training).
- To undertake basic record keeping as directed.
- To refill and replace consumables and to collect and dispose of waste.
- To perform duties in line with health and safety regulations (COSHH).
- To handle cleaning materials in line with COSHH regulations.
- To report serious hazards to the line manager immediately.
- To report faulty equipment and other maintenance requirements to the appropriate person.
- To undertake specialist cleaning programmes during school closures or other designated periods.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Assisting the Premises Manager in ensuring that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site (excluding workshops/laboratories).

1.2 Other Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To contribute to the overall ethos, work and aims of the school.
- To participate in training, other learning activities and professional development as may be reasonably directed.
- To carry out any other duties commensurate with the grade and job title as directed by the Headteacher.

This job description forms part of the contract of employment of the person appointed to the post and reflects the position at the present time only. A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.