



The Shropshire Gateway Educational Trust
Lacon Childe School
Estates and Facilities Site Staff – Maintenance
JOB DESCRIPTION

Fulltime, permanent position: 37 hours per week all year around.

Salary: Scale 2 within range NJC : Point 3-4: £18562 - £18933

This position carries an annual leave allocation of 24 days plus public holidays rising to 29 days after 5 years' service. Annual leave entitlement to be taken in the school holidays.

Hours: 9 am - 5 pm : Monday to Thursday / 8 am - 4.30 pm : Friday.

Progression is subject to annual performance management.

Reporting to: Trust Estates and Facilities Manager.

Main Duties and Responsibilities:

To lead on organising and completing reactive and proactive maintenance tasks across all Trust Schools.

Carry out planned maintenance days at each Primary school in line with the Trust Estates Manager's requirements.

Ensure statutory compliance checks are completed at each Trust school in line with current legislation.

Liaise with contractors at each Trust school as and when required.

Ensure tools and materials are up to date and a logbook is kept.

Assist the Estates Team and Trust Estates Manager with building improvement plans.

Assist the Estates Team with daily routine tasks and keep all washroom stock levels in adequate condition.

Assist the Estates Team with grounds maintenance tasks.

To ensure the general running of the school environment is maintained daily.

Carry out general DIY tasks across all Trust schools.

Complete small projects in line with the Trust Estates Manager's improvement plans.

Health and Safety:

Ensure statutory compliance across all Trust schools is in date and in line with current regulations

Use electronic recording and record keeping evidencing statutory compliance and safety checks have been completed.

Ensure all Trust school sites are following the Trust H&S policy and report any defects to the Trust Estates Manager.

Carry out statutory compliance checks across all Trust schools to ensure records are kept up to date and in line with current legislation.

Maintaining Equipment:

Servicing and carrying out safety checks on all equipment.

Reporting faults to the Trust Estates Manager.

Operating safely in line with current Government legislation and the Trust H&S policy.

Daily record keeping of general maintenance, statutory compliance, washroom stocks, materials, and equipment.

Maintenance:

Complete general DIY tasks across all Trust schools.

Undertake both reactive and proactive maintenance tasks.

Liaise with the Trust Estates Manager for planned maintenance tasks.

Undertake painting, decorating, plumbing, carpentry.

Whole School:

Porterage: Ensure deliveries are distributed.

Assist all the Cleaning Teams across the Trust when required.

Undertake servicing of onsite equipment.

Act as relief minibus driver to cover for absences assisting the Transport Team with minibuses runs and maintenance tasks.

To carry out small projects in line with the Trust Estates Manager yearly improvement plan.

Grounds:

Assist the Estates Team with grounds maintenance across all Trust schools.

Make sure all Trust school sites are clean and tidy and external bins are emptied regularly.

Key Holding Duties:

To hold keys for all Trust Schools.

To be on out of hours call for security reasons.

To assist the Estates Manager with site security across all Trust school sites.

To ensure keys are always organised and available.

Primary Sites:

To undertake above duties during planned primary site maintenance days.

To be available on call for emergency reactive maintenance.

The post holder is expected to participate in training and personal development in line with their responsibilities and to share this knowledge with colleagues.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.