

Job Description

Job Title: Supply Maintenance Officer

Responsible to: Director of Estates/ School Facilities Manager

Grade: Scale 2

Statement of Purpose:

Under the direction of the Director of Estates or on-site Facilities Manager to undertake general maintenance and cleaning duties to ensure that school buildings and the school site are maintained to a high standard and are secure.

The work is on an ad hoc “as and when required” basis and could be at any of our school sites.

Key Tasks:

- The post holder will carry out a variety of functions, including, but not limited to; cleaning (including human waste), basic plumbing, replacing light bulbs, basic carpentry, painting and decorating, portering, room set up's, grounds maintenance, escorting contractors on site, pool maintenance (training will be provided), minibus maintenance.
- Assist with the car park management.
- Work both indoors and within the school grounds throughout the year.
- Work with commercial cleaning/ maintenance materials, which require appropriate handling and application.
- Use equipment such as floor polishers, drills, electric saws etc.
- Required to move furniture including heavy items. Most of the working day is spent undertaking physical activities.
- Variety of contacts including Headteacher, staff, students, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils in maintained and that disruption to the daily routine of the school is minimised.
- Ensure that the physical school environment is maintained to a standard that allows the school to function daily.
- The post holder will acquire knowledge and information about staff and pupils through their day-to-day contact and must be discrete and always maintain confidentiality.
- Work completed to required standard and within appropriate time scales.

- Maintain general presentation of school grounds and take appropriate remedial action.
- Support school activities/ functions. Prepare facilities in line with requirements.
- Ensure that all allocated equipment and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.
- Ensure that all records and associated paperwork are complete in line with the schools' requirements and to meet processing deadlines as required.
- Perform duties in line with Health & Safety regulations and to take remedial action where hazards are identified.
- Undertake car-park supervision duties, to ensure the safe arrival and departure of students and visitors.
- Undertake any other reasonable duties in line with the nature of the role.

PERSON SPECIFICATION

Supply Maintenance Officer

	Essential	Desirable
Qualifications and experience	Experience in a similar role	An understanding and experience of implementing health and safety legislation and requirements.
Knowledge, Skills & Understanding	<p>Plumbing and carpentry skills</p> <p>Advanced DIY/maintenance skills</p> <p>Ability to co-ordinate and prioritise work</p> <p>Ability to maintain high work standards</p> <p>Ability to communicate effectively at all levels and maintain excellent working relationships</p> <p>Ability to demonstrate a “can do” approach.</p> <p>Commitment to continuing training/development of knowledge and skills</p> <p>Must be physically fit, able to bend, lift and use step ladders.</p>	<p>An understanding of the potential facilities needs of a School.</p> <p>Experience of swimming pool maintenance and chemicals. COSHH certificate.</p>

Availability	Must be flexible regarding working hours.	Berkshire-based Ability to drive a minibus.
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