

## THE RUSSETT SCHOOL

### JOB DESCRIPTION

#### **IMPORTANT**

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS SECTION 7 OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Site Maintenance Officer (Special Academy)

REFERENCE: AAAF5006

GRADE: 4

RESPONSIBLE TO: Head of Academy

#### JOB PURPOSE

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

#### MAIN RESPONSIBILITIES

1. Maintain the school building, including effecting repairs and improvements. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.
2. Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water.
3. Discuss with and monitor the work of contractors engaged by the academy to ensure specified standards are achieved.
4. Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5. Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and safety Regulations.
6. Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
7. Order supplies in order to maintain the necessary stock of appropriate resources.
8. Carry out banking duties as required.
9. Carry out basic maintenance tasks on specialist equipment (eg, hydrotherapy and/or swimming pools, hoists and people-handling devices, minibus, etc), in accordance with operational manuals; in order that such equipment is readily available for the benefit of pupils for their care and education.

10. Any other duties as assigned by the Head of Academy commensurate with this grade.