



Job Description: Trust Site Maintenance/Handyperson

Job details

Job title: Trust Site Maintenance/Handyperson

Salary: D11 grade. This is £27,269 per annum or £14.13 an hour.

Hours: 37 hours per week (Flexible)

Contract type: Full-time, permanent

Reporting to: CFOO, day-to-day Management by Headteachers

Main purpose

The Trust site maintenance/handyperson will be expected to work across all Trust sites and is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs at schools across the Trust
- Promoting health and safety across all Trust sites
- Supervising external contractors and facilitating H&S monitoring visits
- Completion of termly “peer inspections” to complete Trust standardised visual inspections
- Occasional key-holding duties
- Be on a named list of Out of Hours emergency calls

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher
- Carry out small repairs and DIY projects e.g.

- Painting and decorating ○ Basic electrical work e.g. light bulb replacements, replacing cracked sockets, etc. ○ Basic plumbing e.g. unblocking drains, fixing broken taps, etc.
- Carpentry/joinery e.g. re-hanging of doors, door handle replacements, furniture construction
- Advise on site development projects and make recommendations on site use

Cleaning (while on site)

- Carry out ad hoc cleaning duties, such as litter picking and arranging the disposal of waste where appropriate
- Carry out emergency duties, such as cleaning up spillages
- Take responsibility for the maintenance of cleaning tools and products, including arranging replacements with the Trust Administrator, and helping to ensure good stock levels

Security

- Maintain the security of specified school premises as an additional key holder (times and location of specific school to be confirmed/agreed)
- Lock and unlock the premises as required, including out of school hours when necessary
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
- Carry out regular checks of locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Oversee and record regular, standardised health and safety checks, including legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Trust Administrator
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks and the postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or the Chief Financial & Operating Officer.

Person specification

CRITERIA	DESIRABLE QUALITIES
Qualifications	<ul style="list-style-type: none"> ➤ H&S, painting & decorating, site maintenance
Experience	<ul style="list-style-type: none"> ➤ Building maintenance ➤ Security, including alarm systems ➤ DIY works ➤ Painting and decorating ➤ Basic plumbing and electrical works
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently, and as part of a team ➤ Good DIY skills ➤ Ability to plan, organise and prioritise time and works
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to always maintaining confidentiality ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact the CFOO – Sarah Hindmarch on 01642 777963 or email sarah@galileotrust.co.uk