

MAINTENANCE OFFICER JOB DESCRIPTION

GRADE: 5

RESPONSIBLE TO: HEADTEACHER or DESIGNATED OFFICER

MAIN PURPOSE

Under the guidance of the appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant, and heavy equipment.

PRINCIPAL RESPONSIBILITIES

Responsible for the operation of a preventative planned maintenance programme and for the routine inspections of designated buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Undertake minor repairs as required, e.g. electrical, plumbing, glazing, joinery and to carry out painting and decorating to the school building and its fixtures.

Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water. To implement measures to monitor and effect energy conservation.

Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.

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.

Regularly test fire alarms and be familiar with evacuation procedure and carry out evacuation drills as required.

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

Monitor and coordinate the work of cleaning staff through SLA, allocate, and give guidance upon the performance of, day-to-day tasks to be undertaken.

Organise and carry out porter and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.

Order supplies in order to maintain the necessary stock of appropriate resources.

Carry out banking duties as required.

To undertake designated cleaning / floor maintenance duties during school closure periods and to remove any graffiti immediately.

To carry out such portering duties as may be required by the school (including reasonable movement of fixtures, fittings, furniture and the erecting and dismantling of dining room tables, where appropriate).

To take precautions against frost damage to internal and external water systems and heating apparatus. In addition, to keep a clear way at times of snowfall, so that pupils and staff have a ready access to school rooms.

Carry out basic maintenance tasks on specialist equipment (e.g. 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.

Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate personnel.

Attend training and development activities designed to assist in the carrying out of the operational duties

NOTE

Notwithstanding the detail in this job description, other duties at the same responsibility level may be interchanged with or added to this list at any time.

*List of Maintenance and Minor Repairs which could reasonably be undertaken by caretakers

Maintenance

External

Clean out rainwater gullies and road gullies (within school site).

Oil and grease school gates as required.

Picking of litter in planted areas and hedge rows when required.

Regular sweeping of pathways.

Remove and replace broken windows of an acceptable size.

Internal

Monitoring of cleaning by contractor.

Cleaning of PE equipment when required.

Carry out decorating, refurbishment or repair to school fixtures and fittings.

Porterage duties including tables, fixtures, fitting, furniture and any other reasonable requests

Minor Repairs

Replace tap washers and pipes to sanitary fittings.

Replace waste plugs and chains.

Clean cut waste traps and chemical diluters in line with WBC Health and Safety Guidelines.

Clean out waste pipes and grease traps as required.

Fill holes or depressions in plastered walls.

Refit door ironmongery as required.

Refit window ironmongery as required.

Refit small items of ironmongery, e.g. toilet roll holders, notices etc.

Remove graffiti as required.

Replace and reposition suspended ceiling panels as required.

Ensure self-close doors operate and adjust as necessary.

Minor repairs to furniture.

Engineering

Replace light tubes and starters.

Clean out filters to systemisers.

Clean filters to air heaters.

Replace filters to air heaters as required.

Set time clocks as required.

Set optimisers.

Check setting of thermostats.

Change over heating and hot water pumps as required.

Oil and grease heating equipment, e.g. pumps as required.

Bleeding radiators as required.