

Job Description: Maintenance and Security Operative (PM)

Location: King's Academy Easthampstead Park (KAEP)

Department: Site Services

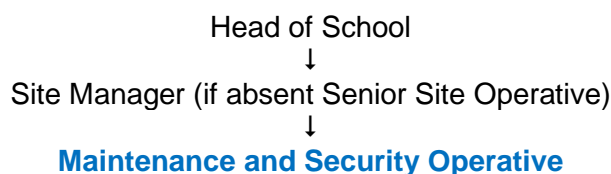
Pay Grade: KGA-02, £27,121 per annum inclusive of London Weighting and contractual overtime

Annual Leave: 26 days annual leave (4 to be taken during Xmas closure period), plus bank holidays

Core Hours: 39 hours per week - 37 hours plus 2 hours contracted overtime (paid at time and a half) Monday to Friday, *2pm to 10.30pm (9pm on Friday), plus *usually* one Saturday in four on a rota basis (as required) paid on a timesheet. The hours include a half hour unpaid break.

***Flexibility of working hours is essential to cover absence / school demand as the Site Team operate between the hours of 5.30am to 10.30pm**

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

JOB PURPOSE

To assist with the on-going programme of repair and maintenance of the buildings and facilities throughout the school and to provide security services to maintain the safety of students, staff and community users of the site.

Through daily interaction with the community, provide a safe but welcoming environment for those who access the school.

DESIGNATION OF POST AND POSITION WITHIN THE DEPARTMENT STRUCTURE

The post holder reports to the Site Manager with overall responsibility for maintenance and security of school premises. The post holder works closely with other site team members but has no direct line management responsibility.

MAIN DUTIES AND RESPONSIBILITIES

- To open the school premises up to users, am and/or pm and conduct set up arrangements for school events.
- To undertake security checks to secure the premises as required.
- Conduct minor electrical repairs (if competent) and replacement of fittings including light bulbs and face plates to a safe standard as required.
- Conduct minor plumbing works, such as waste pipe refit, small hot and cold-water services and the replacement of parts as routine maintenance or repair.
- Conduct Legionella testing in line with the school's requirements.
- Routine operation of the school heating system.
- Carry out decorating and refurbishment work to include final finish painting.
- Conduct basic carpentry works to a high standard to include the hanging of doors, bespoke shelving (as examples) in addition to repairs to fencing works, replacement of existing fittings and basic ironmongery including locks, door and window furniture.
- To carry out basic roofing checks and instigate repairs for example slipped tiles or repointing work.
- Assist in the replacement and repair of rainwater and below ground drainage including rodding and jetting of water drains.
- To conduct landscaping work to include basic brickwork, paving slab replacement and repairs in addition to some gardening and land clearance as required.
- General maintenance of the environment to include litter pick up, gritting and snow clearance during times of poor weather.
- To facilitate letting contracts by ensuring that a let area is open and that customers are appropriately advised as to the use of the area; securing the facility on completion.
- To conduct vehicle maintenance, making sure that the school vehicles are fit for use by the community on a daily basis and any concerns are reported.
- To conduct checks on school systems to include fire alarm, meters and other checks associated with Health and Safety so that they operate to agreed standards and the school complies with any legislation linked to their use.
- To ensure deliveries to the premises are secured and resources are deployed in school as required to meet the needs of the community.
- Ensure that the appropriate personal protective equipment is used or worn in accordance with the school's guidance and expectations in this area.
- Carry out such other duties as may be compatible with the nature of the post, as reasonably requested.
- To take part in the Appraisal Process in school, taking responsibility for your own professional development, undertaking training as appropriate.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

There are no budgetary responsibilities linked to this role. Budget responsibility is held by the Site Manager. The role will involve the use of school vehicles and machinery as well as routine use of electrical tools, ladders and scaffolding towers.

SUPPORTING THE ACADEMY

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

HEALTH, SAFETY AND SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

EQUITY, DIVERSITY AND INCLUSIVITY

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported



King's Academy
Easthampstead Park

Person Specification: Maintenance and Security Operative (PM)

Key Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Any relevant qualifications relating to the requirements of the job or the desire to obtain Maths and English at GCSE level, or equivalent Awareness of Health and Safety issues relating to premises 	<ul style="list-style-type: none"> General maintenance certificate (BTEC or equivalent) Scaffold tower certificate Asbestos awareness
Experience	<ul style="list-style-type: none"> Ability to access and use email appropriately Ability to understand and interpret quotes and contractor paperwork to ensure quality of outcomes and safe working is maintained Ability to maintain a physically demanding role which will involve lifting and handling of items as routine 	<ul style="list-style-type: none"> A proven record of employment in a relevant background Knowledge and skills in the key areas of at least one of plumbing, electrical or carpentry Knowledge of procedures for carrying out tests on systems Experience in MS Office package including Word and Excel or Google Apps
Work related personal requirements	<ul style="list-style-type: none"> Able to communicate effectively with students, parents/carers, staff, external contractors and the community Be emotionally resilient with a patient and tolerant, customer focused attitude Ability to develop effective working relationships Ability to maintain strict confidentiality of information received and processed as part of the role Able to be flexible and adjust working patterns to the demands of the role so that the quality of service is maintained 	
Other work requirements	<ul style="list-style-type: none"> Understanding of and commitment to the requirements of safeguarding children, young people and vulnerable adults To take part in the Appraisal Process in school, taking responsibility for your own professional development and undertaking training as appropriate A satisfactory enhanced DBS check (which we will process if you are offered the position) 	<ul style="list-style-type: none"> A full UK driving licence
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	