



The Cornovii Trust



## **Site Maintenance Officer**

**Grade 5 £25,584 - £27,269**

**Hours: 37 hours per week**

Pension Scheme + Employee Assistance Programme + Priority  
admission for children of staff  
+ Comprehensive induction programme

## Job Purpose

To ensure the provision of a safe, clean, attractive learning environment, as part of a team, undertaking responsibility for the maintenance, security, health and safety of the academy site (including grounds, buildings, facilities and equipment). Events co-ordination and includes being a registered key holder.

Ensuring the Health and Safety of all building users is protected whilst supporting trust / school priorities to operate efficiently and effectively.

## Main Areas of Responsibility

- Maintain the school building, including effecting minor/ major repairs and improvements and decorate interior and exterior to a high standard in order to fulfil the school's specific responsibilities
- Monitor and operate the engineering system (ie, heating, etc) and advise management of any faults in order to ensure the most economical use of fuel and water.
- Discuss with and monitor the work of contractors engaged by the schools to ensure specified standards are achieved.
- Monitor, operate and maintain appropriate site security systems, including opening and closing the buildings 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.
- Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractors' work meets Health and Safety Regulations. Check the fire alarms and keep up to date records as required for inspections.
- Carry out portering and cleaning duties (including the moving of heavy furniture) and removal of graffiti, which will secure the most efficient use of resources. Keeping all equipment in a clean working condition.
- Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
- Carry out general grounds maintenance duties in and around the school including:- grass cutting; maintenance of school lawned areas, planted beds and shrubbery; maintain the school site free of litter and debris at all times. Maintain clear pathways in snowy / frosty conditions so that pupils and staff have ready access to the school.
- Any other duties including to support to facilitate the smooth running of the estates team.
- Ability to undertake Portable Appliance Testing or the commitment to undertake training to enable the candidate to perform this function.

**Reporting to:** Site Maintenance Supervisor

## Trust Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each year.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the trust.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the trust's Staff Code of Conduct.
- To comply with the trust's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school/trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the trust in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Important**  
**The Rehabilitation of Offender Act**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<p>Educated to GCSE level or equivalent.</p> <p>Building, fire and health and safety regulations.</p> <p>Practical maintenance ability and a basic knowledge of plumbing and electrics.</p> <p>Good communication skills.</p> <p>Ability to manage and maintain stocks of hygiene materials/PPE. ICT applications and email experience.</p>	<p>Health and Safety qualification e.g. NEBOSH, IOSH. COSHH</p> <p>Knowledge of CCTV operation. PRIME EVOLVE PRINCE 2 qualification.</p>
<b>Experience</b>	<p>Ability to oversee the supervision of contractors ensuring full health and safety is maintained.</p> <p>Technical skills/knowledge - Competent in the operation of cleaning equipment, power and hand tools.</p>	<p>Knowledge of contract and tendering process management. City and Guilds building and maintenance planning, electrical or equivalent.</p>
<b>Skills &amp; Abilities</b>	<p>Understanding of site services, their location and isolation points.</p> <p>Able to deal with breakdowns, faults and repairs – identification and calling out of appropriate contractor.</p> <p>Organisational skills - Able to follow instruction and complete timetabled workload</p> <p>Have a good understanding of school buildings and plant systems for effective and efficient maintenance.</p> <p>Good written and verbal communication skills.</p> <p>Health and Safety - Knowledge of Health and Safety legislation (including COSHH) and School procedures.</p> <p>Able to ensure safety of staff, students and community users, visitors, governors etc.</p>	<p>Previous experience working in a similar role in a school.</p> <p>Understanding of building plans, to follow detailed working instructions and safety procedures.</p>
<b>Personal Qualities</b>	<p>Able to work in a flexible manner and be prepared to work outside normal office hours, on occasion, according to the needs of the school.</p> <p>Ability for some heavy lifting, physical fitness appropriate to tasks required. Ability to deal with emergencies occurring outside normal working</p>	<p>Able to carry out contract repair and maintenance work.</p> <p>Able to operate Paxton Access Control Software.</p>

hours. Ability to work with students, staff and visitors.

Work independently as well as part of a team.

To command and demand respect from the school community. Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.

Emotional maturity and resilience in dealing with challenging behaviours. Ability to contribute towards creating a safe and protective environment. Commitment to maintaining high standards and expectations.

Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

Able to carry out thorough risk assessments.

Competent in ensuring contractors follow health and safety procedures.

Willing to undertake:

Lifting and handling training.

Scaffolding/ladder training. PAT

Testing Training.

Outside interests.

Cheerful.

Resilient.

Satisfaction of a job well done