



NORTHAMPTON SCHOOL



JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME:

POST:

LETTINGS OPERATIVE

Point ?? (new NSB Scale within the range point 13-17)

14 hours a week for 52 weeks per year

8:30am to 4:30pm Saturday and Sunday (including 1 hour lunchbreak to be taken flexibly)

LINE MANAGER: To be confirmed

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Principal Responsibilities of the Post

To be a key member of the Trust Estates Team and deliver the daily security, maintenance, upkeep of the school estate and weekday lettings provision. To be responsible for supporting the Leadership Team in the delivery of a high-quality service, maintaining the premises, facilities and the environment to the highest standard.

Specific Duties

- To be the school's representative for lettings and to supervise the hirers and ensure their compliance with the agreed Code of Practice;
- To liaise with the Lettings Administrator to ensure that all lettings are recorded and documented;
- To liaise with hirers and set out facilities in readiness for the purpose hired in accordance with the client's needs or pattern of use;
- To clear away equipment following lettings and ensure that the facilities are ready for the next letting or for school use the next day including cleaning where necessary;
- To record and report any damages which have occurred during the letting;
- To take immediate action on estate issues and respond to emergencies promptly;
- To undertake minor repairs and record and report major repair requirements;
- To undertake workload as requested by the Line Manager or by a member of the Leadership Team of Northampton School;
- To respond to and act upon estate maintenance issues as required and directed;
- To be responsible for ensuring that the practice of self and others within the remit of this post complies with health and safety legislation and requirements;
- To be able to work at height and use appropriate equipment. Training will be given as required;
- The ability to work as part of a team as well as the confidence to undertake lone working;
- To maintain high quality presentation of premises and equipment;
- Any other duties that may be requested from time to time by the Headteacher or his agent.

Site Duties

- To unlock and lock the school in accordance with opening and closing times
- To operate the alarm system and implement overall security procedures for the estate
- To ensure that the school is adequately prepared for planned events e.g. open days /evenings/exams/lettings etc.
- Set out and store furniture and equipment as required in accordance with all school activities or the requirements of staff or groups using the estates outside of school hours
- To clean any areas of the building that have not been attended to by the cleaning team
- To monitor personnel on the estate and ensure that any unauthorised access, out of school hours is dealt with
- Report any unauthorised access to the Line Manager or to a member of the Leadership Team of Northampton School
- To liaise with external agencies and contractors as necessary
- To assist the Line Manager in the execution of their duties
- To maintain health and safety records
- Making the necessary arrangements for school lettings
- To act as keyholder as required according to the shift system
- Ensure systems, e.g. fire alarms; intruder alarms and CCTV etc. are kept in good working order
- To receive and distribute deliveries to the correct department
- Disposing of general waste and other waste materials as directed

Repairs and Equipment Duties

- To undertake general repairs/painting/decorating around the estate as requested by the Line Manager or by a member of the Leadership Team of Northampton School
- To be responsible for implementing the school's planned programme of repairs and maintenance
- To provide portering facilities across the site
- To be responsible for storing, maintaining and moving furniture as required
- Remove and deal with all broken furniture as required by staff
- To be responsible for maintaining equipment held in school
- To be responsible for cleaning areas of the school not covered by the cleaning team e.g. light fittings, hall floors/sports hall/gym floors and window cleaning as required
- To be responsible for the maintenance of external estate affairs e.g. snow clearance, gritting school roads and paths in good time, drain clearance, siting of litter bins etc.
- To be responsible for the maintenance of services i.e. toilet requisites
- General maintenance of heating, lighting, drainage and water systems
- To undertake cyclical maintenance as required
- Carrying out litter picking duties daily or as required by the Line Manager or by a member of the Leadership Team of Northampton School
- Keep outside areas clean and tidy
- To ensure that car parking areas are clearly marked out and kept clean and tidy
- To ensure all access ways are clear and tidy
- General repairs e.g. repairing/replacing door handles etc
- Painting and decorating
- External fabric maintenance e.g. main gates, clearing of gutters, drains etc.
- Inspect all building and mechanical fabric of the estate, report any defects to the Line Manager or to a member of the Leadership Team of Northampton School
- Clean and maintain drains including rodding and manholes maintenance as necessary
- Switch off all unnecessary lights when noticed
- Replace lamps and diffusers wherever able
- Liaise with emergency services (in absence of the Trust Estates Director, the Trust Estates Manager Trust or a member of the Leadership Team of Northampton School)
- Ensure clear access at all times for emergency services, including obstructive parking
- Visually check all fire safety equipment
- Ensure that all fire exits are kept free from obstruction
- Any other duties as directed by the Line Manager or by a member of the Leadership Team of Northampton School

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school 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.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check.

June 2024