



NORTHAMPTON SCHOOL *for Boys*

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: ESTATE MAINTENANCE ASSISTANT
NSB Support Staff Scale 5-7
37 hours a week for 52 weeks per year

Shift Pattern as follows:

Shift A 06.30 – 15:00 (mon- thurs)

06:30 – 14:30 (fri)

Shift B 07:30 – 16:00 (mon – fri)

07:30 – 15:30 (fri)

Shift C 10:30 – 19:00 (mon – thurs)

10:30 – 18:30 (fri)

LINE MANAGER: Estates Manager

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

Principle Responsibilities of the Post

To be a key member of the Estates Team and assist the Estates Manager and Deputy Estates Manager in the daily security, maintenance and upkeep of the school estate. To be responsible for supporting the Estates Manager and Deputy Estates Manager in the delivery of a high-quality service, maintaining the premises and the environment to the highest standard

Specific Duties

- To work under the supervision and direction of the Estates Manager or the Deputy Estates Manager
- To undertake workload as requested by the Estates Manager or the Deputy Estates Manager
- To respond to and act upon estate maintenance issues as required and directed
- To take immediate action on estate issues and respond to emergencies promptly
- 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

General Duties

- To liaise with external agencies as necessary
- To be available as necessary during the evening and weekends for school lettings
- To assist the Estates Manager or the Deputy Estates Manager in the execution of their duties
- To assist the Estates Manager or the Deputy Estates Manager in maintaining health and safety records
- Making the necessary arrangements for school lettings
- To act as keyholder as required according to the shift system
- To be available for on call duty and weekend school lettings as required
- 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.
- 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 Estates Manager or the Deputy Estates Manager
- 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

- 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
- Disposing of general waste and other waste materials as directed
- Repairs/Maintenance
- To undertake general repairs/painting/decorating around the estate as requested by Estates Manager or the Deputy Estates Manager
- To be responsible for implementing the school's planned programme of repairs and maintenance
- 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
- Maintenance of heating and water systems
- To undertake cyclical maintenance as required
- Carrying out litter picking duties daily or as required by the Estates Manager
- Assist other Estate operatives with their duties as required to ensure that the school is kept clean and tidy at all times both internally and externally
- Keep areas outside sport hall and swimming pool 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
- Suggested Repairs/Maintenance Duties
- General repairs e.g. repairing/replacing door handles etc
- Joinery (Furniture repairs, desks, chairs, cupboards etc.)
- Plumbing – hot and cold water systems, taps, joints and valves
- Glazing repairs
- Painting and decorating
- External fabric maintenance e.g. main gates, clearing of gutters, drains etc.
- Inspect all fabric of the building, report any defects to Estates Manager or the Deputy Estates Manager
- Carrying out litter picking duties on a daily basis or as required by the Estates Manager or the Deputy Estates Manager
- Clean and maintain drains including rodding and manholes maintenance as necessary
- Clean and maintain all gullies on both the ground and roof as necessary
- Switch off all unnecessary lights when noticed
- Replace lamps and diffusers wherever able
- Replace plugs and plug sockets wherever possible – if competencies allow
- Deal with all emergencies as they arise e.g. non-functioning boilers, broken windows etc.
- Ensure that contractors have been called for all electrical, gas and water emergencies
- Liaise with emergency services (in absence of Estates Manager or the Deputy Estates Manager as appropriate)
- 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
- Assist the Estates Manager and Deputy Estates Manager in the execution of their duties to ensure that the estate complies to health & safety and other regulations
- Any other duties as directed by the Headteacher/Governors/Assistant Headteachers

On Call Duty

On Call Duty is defined as a duty that is undertaken by request of the school or Estates Manager or the Deputy Estates Manager, to be on standby for any alarm or other emergency call outs that result in you having to attend the Estate of Northampton School for Boys for any reason at any time.

On Call Duty will be required for approximately one week in four including weekends, bank holidays and other holidays. Where a bank holiday or other holiday is worked on call, the equivalent will be given as TOIL.

On Call Duty will also cover emergency call outs to any plant including the Swimming Pool and Sports Hall. This duty may require the assistance of other maintenance contractors and appropriate numbers can be obtained from the Estates Manager or the Deputy Estates Manager.

(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