**Wargrave House & LEAP Specialist College**

**Job Description**

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| **Job Title:** | Maintenance Operative |
| **Reporting to:** | Estate Manager |
| **Accountable to:** | CEO |

**MAIN RESPONSIBILITIES**

Under the direction of the Estates Manager:-

1. Co-operate with all school staff in providing a happy, caring environment for the children.
2. Aim to create good working relationships with all staff.
3. Play an active part in promoting good public relations in the locality so as to increase public awareness of and support for, the aims and objectives of the school.
4. The role relies on you being able to get on and do jobs without supervision, so it is important that you are able to work safely on your own initiative prioritising tasks as they arise with conflicting demands on your time and managing your own workload including regular scheduled duties ensuring that these deadlines are met.
5. You will need to have strong interpersonal skills as you will be dealing with a variety of different people on a daily basis including staff, students, contractors and visitors.

**SPECIFIC DUTIES**

To help maintain all the areas of the school to a high standard of maintenance in accordance with systems of work as agreed with the Estates Manager and alongside the existing Maintenance Operative.

**Regular Maintenance tasks**

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| Frequency | Task |
| Weekly | Fire Alarm and red call point testing and record results, reporting any defective equipment |
| Weekly | Green call point testing and record results, reporting any defective equipment |
| Weekly (or as required) | Clean litter from grounds |
| Weekly | Water plants inside building |
| Weekly | Minibus Checks: oil, tyre pressures, wiper blades, clean/dust inside - refer to checklist |
| Weekly / Monthly / Quarterly/Annually / As Required | Undertake water hygiene monitoring in line with current legislation, recording results and reporting any anomalies within the system |
| Alternate weeks | Check for blown light bulbs and replace (often requested on via online maintenance rquests) |
| Monthly | Test emergency lighting and record results, reporting any defective equipment |
| Monthly | Check visually, the condition of fire fighting and detection equipment and immediately report any defective or discharged appliances or equipment |
| Monthly | Clean perimeter / front wall of litter and weeds |
| Monthly | Oil all door locks and hinges; check fire door closers |
| Monthly | Minibuses: Clean exterior bodywork |
| Monthly | Take meter readings for all utilities and submit to relevant supplier, logging the information internally |
| As required | Drilling and fitting shelves, soap dispensers, etc to walls |
| As required | Securing / unlocking building and premises when required including periods of school closure and during late events during term time. The Maintenance Operative will be a keyholder for the site so it is imperative that you are willing to respond to calls at unsociable hours in the event of alarm activations or in the case of the primary keyholders (Caretakers) absence. This includes periods of school holidays/Christmas shut down. At no time will the Caretaker and the Maintenance Operative be allowed to take the same period of annual leave. Both Maintenance Operatives in post will also not be allowed to take the same period of annual leave. |
| As required  | With Estates Manager – operating alarms during drills |
| As required  | Paint rooms, doors and corridors |
| As required  | Dispose of waste materials in a safe, hygienic manner in line with current regulations, ensuring that waste is available for collection as required  |
| As required  | Ensure that gullies, drains etc. are kept free from debris eg leaves |
| As required | Cleaning extract fans/grilles |
| As required | Joinery- First line maintenance of fixtures and fittings, e.g.: tightening screws on window hinges, maintenance on door handles, hinges, minor repairs as a temporary measure after break-ins, vandalism etc.replacing door handles, latches, repairing classroom / bedroom furniture, and other tasks requested by the Estates Manager |
| As required | Internal/External Glazing – Remedial action after breakages, for example boarding up of broken windows, replacing glazing |
| As required | Plumbing- un-blocking sinks, traps and waste pipes, adjustment and re-washering of taps. Minor repairs to central heating systems, boiler fault checking, toilet system repairs (all works undertaken will be outside the scope of successful applicant having Gas Safe Registration) |
| As required | Undertake porterage tasks as required including moving, setting up and clearing away furniture across all buildings |
| As required | Remove waste from site in line with current regulations |
| As required | Obtain the materials required from local suppliers to perform duties, ensuring that company procurement and purchasing policies are adhered to  |
| As required | Ensure clear and safe pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting etc.) |
| As required | Minor masonry or plastering work |
| Annually | Clean light fittings that are enclosed |
| Annually  | Minibuses: Take to Garage for servicing / MOT |
| Annually or as required | Carry out small scale Portable Appliance (PAT) Testing |

**Grounds Maintenance**

The majority of grounds maintenance works will be carried out by contractors. However, there may be the requirement to undertake grounds maintenance works on an ad-hoc schedule in line with the below specification.

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| Month/Task | Mow lawns | Trim hedges | Prune shrubs | Clear leaves | Spray weeds | Salt walkways/playgrounds |
| January |  |  |  |  |  | X |
| February |  |  | X |  |  | X |
| March |  | X  |  |  |  | X |
| April | X  |  | X |  | X | X |
| May | X |  |  |  | X |  |
| June | X | X | X |  | X |  |
| July | X |  |  |  | X |  |
| August | X |  | X |  | X |  |
| September | X | X |  | X | X |  |
| October | X |  | X | X |  |  |
| November |  |  |  | X |  | X |
| December |  |  |  |  |  | X |

1. Attend training to ensure awareness of safe working systems, eg regular manual handling updates, COSHH, Health and Safety policy and procedures and the use of large electrical equipment.
2. To report any breakages, damage or necessary repairs that need to be carried out to the Estates Manager following school safe systems of work by the use of School Pod.
3. To become familiar with and observe the school’s Health, Safety and Fire regulations, discipline and grievance procedures and any other policy or guidelines which may bear on proper legal and safe job practice.
4. To attend staff and extra -curricular meetings as necessary.
5. To maintain strict confidentiality concerning individual pupils.
6. To ensure that all maintenance equipment is kept in a clean condition and any defects are notified to the Estates Manager.
7. To be familiar with COSHH regulations and ensure safe and adequate storage of equipment.
8. Along with the Caretaker, ensure that the playgrounds are kept clean and free of hazardous material, eg glass, hypodermic syringes etc. To ensure that areas are clear of snow and ice to protect children, staff and visitors.
9. Repairs must only be carried out provided that the Maintenance Operative is competent to do them, has been trained, has the proper tools and protective equipment and fully complies with HSE regulations.
10. Monitor stock levels of consumable items such as fuel, grit, light bulbs and tubes and arrange to replenish supplies in accordance with current procedures.
11. Maintain appropriate records including (but not limited to) intruder alarm test log book, maintenance/repair requests and heating systems record book, fire safety tests, water hygiene tests and carry out meter readings for the school.
12. Report emergencies in the case of faults with gas, electricity and water supply, and minor faults on site to the Estates Manager or CEO.
13. Attend to, where necessary, personnel visiting the site such as contractors, in liaison with the Estates Manager.
14. Act as a fire marshall for the site
15. Act as a first aider for the site
16. Must be willing to drive the mini buses as required eg to have them cleaned, get them MOT’d
17. Keep a log of all work equipment (eg hand tools, gardening equipment etc) and ensure they are inspected on a monthly basis for defects, recording the results.
18. You will be a keyholder for the site, opening and closing buildings when the Caretaker is unavailable. You must be willing to respond to alarm activations at unsociable hours including periods of school closure and during late events during term time.
19. You will have a full UK driving licence and your own vehicle with the appropriate level of Business Insurance
20. Be willing to assist with Domestic duties as required in terms of absence cover or particularly heavy work loads
21. Ensure pathways and car parks are kept clear of ice and snow during periods of adverse weather, and spread de-icing materials as required around site.
22. To undertake specific tasks as required by the CEO or Line Manager.

**SCOPE OF THE ROLE**

1. To demonstrate flexibility in problems of domestic work, including:-
2. Cover for absence.
3. Be willing to work within the range of settings across the school site.

**Care Standards Act 2000, and The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company’s Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower’s own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

**Additional information**

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary safe holds in a non-threatening way). Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However, you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

**Confidentiality**

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

**Common Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.
	1. **NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**
	2. Ensure that corporal punishment is **NOT** used at **ANY** time.
2. Promote a positive image of autism and the school.
3. Ensure that your conduct within and outside the school does not conflict with the professional expectations of Wargrave House.
4. Actively support and promote Wargrave House School and all its policies including Equal Opportunities.
5. Co-operate with all staff in maintaining harmonious inter-personal relations.
6. Ensure the respect, dignity and rights to privacy of pupils as far as possible.
7. Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as required by the CEO or his/her higher level of authority.
8. Undertake training, personal/professional development etc (eg in order to keep abreast with current trends in hygiene) as directed or agreed with your line manager and the CEO.
9. Read and be aware of all details in the Company’s Employer Handbook and all relevant policies.
10. To be responsible for all tasks undertaken, checking work as appropriate.
11. To work in an organised and efficient manner ensuring that a tidy and safe environment is maintained.
12. To attend training as appropriate and as authorised by the CEO.
13. Maintain a professional relationship with other members of the site team
14. Maintain a flexible approach towards specific post-related tasks with other site team colleagues.
15. Undertake other duties as required by the CEO, which are considered to be commensurate with the purpose of the post and grading.
16. Participate in the performance management process as agreed by the Company.
17. Play a full and active part in the life of the school and college.
18. Support the welfare of students in their educational/care environments.
19. As part of the whole school team, promote the well-being, behaviour and personal development of students.
20. Understand and apply Company policies including but not limited to:-
* Safeguarding Children and Adults,
* SEN,
* Health and Safety,
* Dignity at Work.
1. Maintain confidentiality inside and outside the workplace.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

**Wargrave House School operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed and accepted: .....................................................................

Date: .....................................................................