

## Job Description

Establishment: John Port Spencer Academy

Post Title: Maintenance/Premises Assistant

Grade/Pay Range: NJC Point 14 to 17

Hours/weeks: *Full time 37 hours per week all year round*

Reporting to: Site Manager

Department/Team: Site Team

### Overall Purpose of Post

To work with the Site and Facilities teams on a daily basis to ensure the smooth running of the school and to ensure the safe operation of the site.

### Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

1. To unlock and lock the site on a rota basis, this involves shift work
2. To take part in daily routine work both manual and skilled as instructed
3. To carry out emergency repairs
4. To undertake work suitable to your skills set
5. To be a key holder on an emergency call out rota
6. To work overtime as required on either shift to assist with lettings, exceptional circumstances and events
7. Updating schedules and asset registers as instructed using computerised systems
8. Assist with small building works
9. To undertake training as necessary for the role
10. Maintaining a safe environment for young people through awareness and promotion of safeguarding.
11. Other tasks as required commensurate with the grade and post.

**General**

12. Work in a professional manner and with integrity and maintain confidentiality of records and information.
13. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
14. Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
15. Participate in the Trust Appraisal process and undertake professional development as required.
16. Adhere to all internal and external deadlines.
17. Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
18. These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Post holder:

Signature:

Date:

## Person Specification

following are examples amend as appropriate

	Essential	Desirable	Evidenced by A,I,T
<b>Qualifications and experience</b>			
Good standard of education especially with regard to literacy and numeracy skills.		Y	A
GCSE Maths and English grade C or equivalent		Y	A
Previous experience in an educational environment		Y	A, I
Experience of Maintenance Work		Y	A, I
Relevant qualifications (electrical, joinery etc)		Y	A, I
<b>Knowledge and skills</b>			
Ability to work calmly under pressure	Y		I
Ability to communicate clearly orally and in writing	Y		A, I
Ability to work collaboratively with others	Y		A, I
Ability to work within school based systems and specified timelines		Y	A, I
Health and Safety in the Workplace		Y	A, I
COSHH		Y	A, I
Computerised Management Systems		Y	A, I
Relevant skills (plastering, plumbing; electrical etc)		Y	A, I
<b>Personal qualities</b>			
Good organisation skills	Y		I
Attention to detail	Y		I
A flexible and proactive work ethic	Y		I
Initiative and ability to prioritise own work to meet deadlines	Y		I
Efficient and meticulous in organisation	Y		I
Able to follow direction and work in collaboration with managers	Y		I
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	Y		I
Ability to evaluate own development needs	Y		I
Commitment to the highest standards of child protection and safeguarding	Y		I
Recognition of the importance of personal responsibility for health and safety	Y		I
Commitment to the Trust's ethos, aims and whole community.	Y		I

A=application

I=Interview

T=test