

JOB DESCRIPTION

POST:	Support Staff – Site Maintenance Person
PAY SCALE:	AAT Grade 4 (SCP 6-9)
REPORTING TO:	Site Manager
RELATIONSHIPS:	Whole School

PURPOSE:

To work with the Site Manager and AAT Facilities team to ensure the Oak Academy site has a good standard of cleanliness, good repair and security of the buildings and grounds ensuring a clean and safe working environment.

REQUIREMENTS:

- i) Driving Academy vehicles – a Driving Licence and appropriate insurance is required
- ii) Lone working at times
- iii) Administration relating to job tickets alongside the Site Manager
- iv) Flexibility during holiday periods, site team absence

DUTIES:

The Post holder will:

- Activate and de-activate burglar alarms and CCTV
- Lock and unlock windows, doors and gates
- Test fire alarm system on a weekly basis, emergency lighting monthly and any on-going maintenance for fire equipment, etc. using Alcumus
- Undertake evacuation of school in emergencies and to carry out fire drill on a termly basis
- Supervise cleaning staff and assist with cleaning floors, internal and low-level windows and surfaces
- Arrange hire of specialist machinery
- Dispose of litter within the school grounds, empty bins and dispose of all rubbish
- Undertake minor maintenance repairs and project maintenance work
- Identify items requiring attention and liaise with appropriate contractors
- Make good, paint and carry out minor decoration as necessary
- Make safe broken windows on the ground floor
- Monitor the boiler
- Read, record and monitor electric, gas and water meters on a monthly basis
- Clear and clean gutters and gullies, repair fences and maintain garden equipment where appropriate
- Order stock and ensure entry onto inventory and to undertake annual inventory checks
- Drive Academy vehicles as necessary and transport pupils as required
- Set up hall/classroom layout for exams, school meetings, training, etc. as required
- Promote the safeguarding and welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.

Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT
Paul Holman, BSc (Hons), Director of Outcomes
Richard Burgas, BA(Hons), Principal

www.oak-academy.co.uk

E office@oak-academy.co.uk T 01202 774600
Duck Lane, Bournemouth, Dorset. BH11 9JJ

GENERAL:

- i. Responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Business Director or Finance Director.
- ii. Responsible for developing your effectiveness in a support role through updating your knowledge and skills (through training) and seeking and taking account of constructive feedback on your performance.
- iii. Identifying and agreeing personal development objectives with the line manager.
- iv. Responsible for making effective use of the development opportunities made available to you.

ADDITIONAL INFORMATION:

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.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: Date
Post Holder

Signed: Date
Principal

Safeguarding and protecting our children and young people from harm is central to the Trust’s ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.

High **Expectations** lead to High **Achievers**

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