

# Job Description



Job title	<b>Academy Senior school keeper</b>	Contract	<b>Permanent</b>
Department	<b>Estates</b>	Reports to	<b>Head of Estates</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Senior School Keeper is responsible for the day to day delivery of first class site and facility services to ensure a safe, pleasant environment for pupils, staff and visitors.

Working with others, ensuring reactive maintenance of the estate, planned, preventative maintenance, cleaning services and refurbishment projects are executed to the standards set out by the Head of Estates and Academy leads. Exemplary service attitude, management of site security and execution of the ELAT Health & Safety priorities, as they relate to the built environment, are key for the role holder.

## Person specification

Previous knowledge of working in a similar role and/or environment	Essential
Evidence of continued professional development	Essential
To be reliable, especially when opening the premises in the morning	Essential
To be trustworthy as key-holder	Essential
Has a proactive approach to managing own workload, prioritising tasks to meet deadlines and ensuring planned and preventative maintenance is undertaken.	Essential
Ability to work independently and be a proactive team player	Essential
Flexibility to undertake additional hours in the evenings and at weekends, and remain on shift for an extended period of time with little or no notice if an emergency arises	Essential
Effective communication/interaction with adults and students	Essential
Can contribute to the high standards set out by the Head of Estates and Academy Leads in relation to cleaning services and refurbishment projects.	Essential
Has exemplary customer service skills	Essential

To be responsible for the management of site security	Essential
Awareness of Health and Safety priorities and ability to implement as necessary	Essential
Awareness of sensitive information and the need for confidentiality	Essential
An understanding of specific technical health, safety and security issues in schools	Essential
Full driving licence with D1	Desirable
Professional qualifications	Desirable
An awareness of CLEAPSS and/or COSHH regulation	Desirable

### Accountabilities

Strategy	<ul style="list-style-type: none"> <li>• Support the ELAT vision, mission and values.</li> <li>• Contribute to the Trust's mission of continuous improvement.</li> <li>• Can clearly describe how the school fits into the ELAT family</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• To be a key-holder with responsibility for the security of the school site and grounds</li> <li>• To follow the school's preventative measure for Fire Safety and control the fire and burglar alarm system</li> <li>• Is aware of the site's stock condition survey and can act on issues arising</li> <li>• Assists across the Trust Estate when required</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>• To comply with all H&amp;S regulations within the school</li> <li>• Is the first point of response to alarm, emergencies or out of hours access requests</li> <li>• Opening and closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services</li> <li>• To regularly check the operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed</li> <li>• Report all defects which require specialist repair to the Head of Estates or Headteacher</li> <li>• Undertake a weekly visual inspection and report any issues to the Senior Site Keeper</li> <li>• To undertake general maintenance of the school site, including painting and decorating, gardening and leaf clearance</li> <li>• To communicate effectively, verbally and in writing within the team and other staff around the school</li> <li>• To ensure the site is clear of any litter and graffiti</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage the heating, lighting and electrical power controls</li> <li>• To assist with deliveries from suppliers and distributing around the school building</li> <li>• To move furniture when required</li> <li>• To act as an ambassador for the school, maintaining a high level of customer service</li> <li>• Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate</li> <li>• Subject to safety regulations, redecoration and or refurbishment of any area within the school</li> <li>• Maintain cleanliness and general tidiness of all external and internal areas; adhering to specification and requirements</li> <li>• Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc</li> <li>• To carry out portage duties as required, including the receipt and dissemination of incoming goods and parcels</li> <li>• Plumbing and carpentry</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• Day to day supervision of site personnel activity and deployment when required</li> <li>• Induction of cleaning staff including COSHH compliance</li> <li>• To fully take part in the Trust's performance management system</li> <li>• To act on sub optimal performance of site staff including contractors.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• Maintains 'Smartlog' and disseminates work from recorded logs</li> <li>• Reports trends to Head of Estates to support the production of performance statistics</li> <li>• Monitor records for fire drills, alarm testing, risk assessments, asbestos register etc.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Specific responsibility for ensuring compliance with Trust H&amp;S policy by contractors and staff members</li> <li>• To develop or update Risk Assessments and Method Statements, recording changes on 'Smartlog'</li> <li>• Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>• Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour.</li> </ul>

	Our pupils are the most important members of our institution and must be treated as such.
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Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness