

SCHOOL SITE MANAGER

In the Name of Allah, the Extensively Merciful, the Intensively Merciful

All praise belongs to Allah, Lord of the worlds, and may His choicest blessings and peace be upon our beloved Prophet Muhammad SAW and the other messengers of Allah.

Job title:	SCHOOL CARETAKER
School:	Tawhid Boys School
Line manager:	Head Teacher & Site Manager
Hours:	39 Hours/week Mon – Fri 7 weeks Paid Leave excluding Bank Holidays.(To be taken during School closure only)
Salary	£13,600
Start	August 2015
Term of Contract	3 months Probationary. Permanent
Application	Please apply to the School with a current CV to umapara@tawhid.org.uk

Main purposes of the job

- This is a non-teaching post which carries responsibility for the security of the site, the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises including the maintenance and operation of the plant, portorage and handyperson duties and other duties arising from the use of the premises.
- Driving the minibus for PE and other school events including its maintenance
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

The following job responsibilities are embraced within the overall remit for the post, the total work load carried out will be determined by the priorities determined by the Head Teacher and the Site Manager.

Main responsibilities and tasks

Security and Safety:

- The security of the premises and contents
- Responding to intruder alarms where applicable
- Boarding up and making the buildings secure
- Recording visits made by contractors
- Attendance in case of emergency outside working week (e.g. intruders, fire, flood) for such actions as required.

- Taking reasonable care for the health and safety of himself and other persons who may be affected by his activities and where appropriate, safeguarding the health and safety of all persons under his control and guidance in accordance with the provision of Health and Safety Legislation.

Cleaning:

- The cleaning of designated areas in the establishment and maintenance of high standards in these areas as per the agreed daily rota with the Head Teacher and Site Manager
- Removal of graffiti from internal and external surfaces immediately it occurs
- Cleaning of internal glass and windows
- Ensuring that all exterior hard surfaces areas are kept in a clean and tidy condition – including the emptying of litter bins, the cleaning of drains and gullies as required, and the salting, de-icing of hard surface areas during the winter months and moving snow to ensure access to the premises

Handyperson duties:

Duties to include routine maintenance including the following:

- Securing screws, hinges and doors
- Taking down and replacing display boards and towel dispensers etc
- Securing carpets
- Making good paintwork
- Putting up shelves, hooks etc

General

- Carrying out such portorage duties as and when required by the Establishment
- Setting out furniture etc as and when requested by the Head Teacher
- To ensure replacement of consumable items

The post holder may also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. To adhere to school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos and aims of the school.

5. To appreciate and support the roles of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training opportunities and professional development as required.
8. Accept/sign for deliveries and stock them appropriately
9. Attend all School event as timetabled in the school Calendar

Annual Review

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. All appointed staff will need to be flexible in order to meet the needs of school.

This job description may be amended following discussion between the Head teacher and the member of staff, and will be reviewed annually.

Tawhid Boys Schools is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Suitable numeracy and literacy skills sufficient to carry out the duties of the post. • Manual Handling • Full driving license • Drive School minibus 	<ul style="list-style-type: none"> • Training in area relevant to the position.
Experience	<ul style="list-style-type: none"> • Experience of general maintenance and associated work. • Experience of working in a busy environment. 	<ul style="list-style-type: none"> • Experience of maintaining records, log books, stocks and timesheets. • Use of small equipment (hand tools, drills etc).
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of Health & Safety regulations. • Knowledge of building maintenance. • Knowledge of building premises and functions. 	<ul style="list-style-type: none"> • Knowledge of security practices, School policies & procedures.
Skills and abilities	<ul style="list-style-type: none"> • Ability for work in an environment with children and young people. • Ability to work on own initiative • Able to work as part of a team. • Ability to undertake a variety of manual task including working on ladders and using scaffolding. 	

Other	<ul style="list-style-type: none">• Flexible approaches to work and be prepared to accommodate the needs of the School.• Willingness to undertake further training and development as necessary in order to enhance service delivery.• Follow the School’s no smoking policy.	
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Signatures – line manager and job holder

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /

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