

Job Description



Central Schools Trust
Balsall Common Primary School Academy
Lead school of the Central Schools Trust
Executive Headteacher
Mr G T Burgess MA

Balsall Common Primary School
 Balsall Street East
 Balsall Common
 CV7 7FS
 Tel: 01676 532254

E-mail: office@balsall-common.solihull.sch.uk
 Web Site: www.centralschoolstrust.co.uk

This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Premises and Facilities Team Operative	Post No	
Multi Academy Trust	Central Schools Trust (CST) comprising Balsall Common Primary School Academy and Damson Wood Nursery & Infant School Academy		
Salary Band/Range	Band C £25,992-£28,624		
Responsible to	Headteacher, CST Lead for Premises and Facilities		
Location	Damson Wood Nursery & Infant School Academy		
DBS Check	Yes - Enhanced		
Special Conditions	Band C, 37 hours per week Holidays to be taken partly during term time and partly during school holidays.		

1. Job Purpose

- To be responsible to the Academy Headteacher at Damson Wood and CST Lead for Premises and Facilities for a wide range of responsibilities connected with the fabric and grounds of the school
- To be responsible for the security of the school premises
- To be responsible for liaising with the cleaning sub-contractors and reporting deficiencies to the line manager
- To support the aims and ethos of the Trust
- To work collaboratively with all members of Trust staff

2. Key Responsibilities

2.1 Main Duties

General

- Report regularly to the Headteacher and CST Lead for Premises and Facilities, in order to determine priorities and report on difficulties associated with maintenance of the school
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act and COSHH regulations 1988
- Attendance at the two PTA run fayres in the year

Security

- Open the school on arrival, including all appropriate gates, windows, doors, fire doors, and switching the burglar alarm on and off, for the purpose of school use, cleaning, maintenance, out of school functions, and emergency service.
- Weekly check the proper operation and function of alarm call points
- Weekly check that emergency exits and entrances are clear of obstacles
- Visually check that firefighting equipment is in place and is visually in good order
- Liaise as necessary with emergency services, including calling emergency services as appropriate
- Report acts of vandalism to the Headteacher, CST Lead for Premises and Facilities and Police as necessary
- General site supervision
- Check that laptops, are secured in the ICT Suite each evening
- Minimise trespass on the school premises or grounds

Heating

- Daily check and control system function
- Report all defects to the Headteacher, CST Lead for Premises and Facilities
- Keep boiler house clean and tidy

Swimming Pool (Balsall Common site only)

- Check all chemical levels, gauges, monitoring boards on a regular basis throughout the day and react quickly to counter any issues
 - This includes weekly cleaning of the foot and injector valves
- Liaise as necessary with the pool maintenance company to ensure the best conditions are being met for swimmers

General Maintenance

- Alert the Headteacher and CST Lead for Premises and Facilities of any repairs or maintenance work required at the school which are outside the range of duties of the Premises and Facilities Support, and then notify the appropriate agencies if required to do so
- Direct workmen and contractors to the site of repair and maintenance work, informing them of Fire exits / H&S issues

Internal Maintenance

- Check daily to ensure that all toilets seats, cisterns, toilet door locks and frames are in full working order and then report and/or repair defects as appropriate
- Keep the main reception area clear at all times
- Synchronise clocks, time switches promptly when the clocks move forwards/backwards
- Order and take delivery of materials as required and move materials and supplies to varied places within the building
- Be responsible for the supply and availability of all hygiene materials
- Respond to the need for addressing spillages throughout the day

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas and empty litterbins daily. (This includes a morning collection of all property, including play equipment, left outside by the children the day before.)
- Periodically check, clean and clear if necessary, gullies on the flat roof and ensure effective and healthy operation
- Inspect outside fabric of school, report/repair defects as appropriate
- Inspect all gates, fences, wall steps and lights. Report/repair defects as necessary
- Ensure proper completion of contract cleaning and report to the CST Lead for Premises and Facilities if this falls short of the expected standard
- Remove or obscure all graffiti as necessary

	<ul style="list-style-type: none"> • Maintain the paladin waste bins and ensure the bin area is kept clean and tidy and that the external door is closed at the end of each night • Clear leaves, snow, ice and moss as appropriate, including treatment of surfaces with salt • Inspect all outside areas for dangerous materials and remove as appropriate, including cleaning up external spillage <p>Energy Conservation</p> <ul style="list-style-type: none"> • To assist with energy conservation within the premises to ensure good practices are adopted at all times. • In conjunction with the CST Lead for Premises and Facilities implement all agreed policies developed locally or by the L.A. Energy Conservation Officer. This includes ensuring that the outside security lights are timed efficiently to ensure that they are not on when it is light. • To read, record, analyse and report monthly to the CST Lead for Premises and Facilities and CST Finance Lead all service meters e.g. gas, electric, water usage <p>Cleaning</p> <ul style="list-style-type: none"> • To ensure proper completion of the cleaning contract, including the deep clean over the summer holiday • To ensure that the school is kept clean and presentable at all times • To be responsible for cleaning of spillages and sickness/soiling from children as necessary (Dedicated electrical equipment and bagged materials are provided to enable this task to be completed) • Maintain cleaning material stock levels, ordering and receipt of supplies, as required <p>Lettings</p> <ul style="list-style-type: none"> • Prepare for after school activities • Carry out the instructions of the Headteacher in relation to the preparation of areas for events, such as chairs for concerts <p>Other Duties</p> <ul style="list-style-type: none"> • To be responsible for the CCTV system, ensuring that it remains functional • To carry out a monthly Health and Safety Audit with the CST Lead for Premises and Facilities/Headteacher/governing body, and to be responsible for maintaining all School Risk Assessments relating to the school building and grounds • Ensure a Fire Drill is completed termly and that a weekly test of the fire alarm call points is carried out and the log kept up-to date • Maintain the school's Asset Register, recording new items on a regular basis and completing a 'write-off' register for the Local Governing Body once a term <p>Building Work</p> <ul style="list-style-type: none"> • To liaise, as required, with the CST Lead for Premises and Facilities, Contractor's Project Manager and Headteacher during the process of any building projects.
2.2	People
	No personnel to line manage
2.3	Safeguarding
	CST is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with
2.4	Financial
	The CST Lead for Premises and Facilities has responsibility for the school budget for janitorial materials

2.5	Buildings & Equipment
	Liaison with contractors and responding to emergencies where necessary
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in Solihull Council's Corporate and Departmental Health and Safety policies. Responsible for maintaining all school Risk Assessments relating to the school buildings and grounds.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions	
3.1	Mobility
	Each member of the premises team has a dedicated site but will be able to work flexibly across the trust.
3.2	Equal Opportunities
	The CST is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.5	Lean
	The Trust is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework
	The Trust expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Solihull MBC/Chief Executive Officer
Date:	January 2025

Person Specification



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Post Title	Premises and Facilities Support	Post No	
Location	Damson Wood Nursery & Infant School Academy		
Salary Band/Range	Band C		
Responsible to:	Chief Executive Officer, Headteacher, CST Lead for Premises and Facilities		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	A good general standard of education at GCSE level or equivalent, with good numeracy and literacy skills, or practical experience that matches the requirements of the post Willingness to participate in appropriate Health and Safety training	A relevant NVQ or equivalent qualification An engineering, mechanical or trade background (e.g. building, carpentry etc.)	Application form

Skills & Abilities	<p>Ability to relate well to children and adults</p> <p>Good team working skills but has the ability to work independently</p> <p>To be able to respond to non-standard situations at short notice with a common sense approach to problem solving. Flexibility is essential.</p> <p>Organised and methodical</p> <p>Self-motivated and demonstrate an ability to work on own initiative and motivation</p> <p>Able to anticipate and reduce risk where possible</p> <p>Communicate effectively (orally and in writing) and lead by example</p> <p>Able to work under pressure and to deadlines</p>	<p>Assess the quality of others' work and support and advise where necessary</p> <p>Able to monitor expenditure and stock levels</p> <p>Able to travel independently around the Borough</p>	<p>Application form and interview</p>
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Experience & Knowledge	<p>Have experience of, and aptitude for, general DIY, general maintenance and repair, such as a knowledge of basic power tools, plumbing, basic painting, basic electrical work, grounds maintenance and basic carpentry.</p> <p>A good communicator with a strong work ethic, someone who is proactive and prepared to help</p> <p>An understanding of H & S issues in school buildings (but training will be provided around this area)</p> <p>Knowledge of specific premises issues – Health & Safety, security, COSHH regulations (but training will be provided around this area)</p>	<p>Has worked in an educational environment before</p> <p>Has some previous experience of Health and Safety matters</p> <p>Knowledge of Local Authority policies and procedures specifically relating to educational establishments</p>	<p>Application form and interview</p>
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Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Other Requirements			
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