

EASTBURY PRIMARY SCHOOL

GROUNDS & MAINTENANCE ASSISTANT JOB DESCRIPTION

Purpose of the Job

To assist the Site Manager with the upkeep of the School grounds and maintenance, with regard to gardening, repairs, security, cleaning, maintenance and health and safety. To ensure that the school building is an ideal environment for pupils, staff and visitors.

1 Grounds

- Under supervision of the Site Manager ensuring a routine clearing of the grounds of litter and debris.
- Ensuring all garden areas are kept maintained and presentable.
- Using School equipment for the keeping of the lawns and hedges in good condition.

2 Maintenance

- Under the supervision of the Site Manager carry out routine preventative maintenance of the school facilities and building.
- Carry out minor handyperson activities within level of competence.
- Areas of painting and general decorating.

3 General duties

- Porter duties as outlined by the Headteacher to ensure that equipment is where required and on time.
- Assist with deliveries and control of visitors to site, including Contractors and lettings.
- With the Site Manager, open, man and close pedestrian gates at the start and end of the school day.
- Carry out minor handyperson activities within level of competence

4 Health & Safety

- Work within Health and Safety guidelines and School and LEA Policies.
- Ensure that Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Site Manager any longer-term issues.

5 General Accountabilities and Responsibilities

- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the School as relevant to the post.
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.