

Role Profile: Maintenance Operative (Caretaker)**Location: Cumnor House School****Function: Domestic/Facilities****About Cumnor House**

Here at Cumnor House School we are dedicated to giving our children the perfect platform to achieve their potential. Our philosophy is to ensure that each pupil at Cumnor House is given the opportunity to develop not just on an educational level, but also socially. Therefore, our curriculum contains varied subjects and activities, ensuring that every child gets the most out of the time they spend at school.

By striking the perfect balance between disciplined learning practices and a friendly atmosphere we can be confident in providing the perfect environment for our children to flourish.

Role Purpose

A Maintenance Operative is required to assist in the provision of a day-to-day maintenance function, to ensure the smooth running of the Cumnor House Schools' operations. Ensuring the school buildings and grounds are kept clean, safe and secure, in accordance with the operational needs of the school and any regulatory requirements.

What you will be doing**Key Responsibilities**

- To ensure that the maintenance of the school building and grounds is undertaken and provide the necessary information of completion to the Facilities Manager.
- General minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate refurbishment, painting and redecoration. (This list is not exhaustive, but an example)
- To ensure that all emergency, security and safety systems and equipment (fire extinguishers, fire alarms, intruder alarms, surveillance systems, tools etc.) are monitored, maintained and tested as appropriate.
- To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.

- To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines.
- To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Facilities Manager.
- To be conscious of and comply with H&S legislation whilst discharging of duties and responsibilities. To report any concerns to the Facilities Manager.
- To be aware of your responsibilities with regard to any critical incident and follow instructions given by the Senior Leadership Team at such a time.
- To report any concerns that require specialist expertise and/or resources to the Business Manager.
- Carry out portaging duties and assist with the removal and fitting of office and classroom furniture as directed by the Facilities Manager
- Swimming Pool: Testing & adjusting chemical properties, remove debris and keeping pool area clean

What you'll bring**Qualifications, Skills and Experience****Essential**

- **Full UK Driving Licence**
- Building trade experience e.g. plumbing, electrics, decorating
- A practical hands-on approach
- Must possess good communication skills
- Must be able to demonstrate a knowledge of building trade skills and/or ground maintenance
- Ability to work as part of a team and on your own initiative
- Ability to work with enthusiasm and motivation without direct supervision or when part of a team
- To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance
- Effective time management
- Ability to work under pressure

Desirable

- IWFM Level 2
- IOSH Level 2
- First Aid at Work
- Fire Marshall
- Health and safety certification
- Experience working in an educational environment

- Professionalism in your approach to work and tasks set

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Cumnor House School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**