

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

At Huddersfield Grammar School, we are committed to inspiring every child to achieve their full potential, both academically and personally. We believe that education is about far more than examination success; it is about nurturing confident, curious and compassionate young people who are equipped to thrive in an ever-changing world.

Our broad and balanced curriculum, enriched by a wide range of co-curricular opportunities, encourages pupils to discover and develop their individual talents, interests and strengths. We provide a supportive and inclusive environment where every child is known, valued and challenged to be the very best version of themselves.

By combining high academic expectations with outstanding pastoral care, we create a school community where pupils feel secure, respected and motivated to learn. Through strong partnerships with families and a focus on developing character alongside achievement, we ensure that every pupil leaves Huddersfield Grammar School with the confidence, resilience and skills needed for future success.

Role Purpose

A Maintenance Operative (Caretaker) is required to assist in the provision of a day-to-day maintenance function, to ensure the smooth running of the Huddersfield Grammar 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**

As a designated keyholder, you will play an important role in ensuring the security and smooth operation of the school site. Responsibilities include opening and securing the

school premises as required, carrying out routine security checks, and ensuring that all buildings are safely locked and alarmed at the end of the day.

The postholder will respond appropriately to any security concerns, support emergency access arrangements where necessary, and help maintain a safe, secure and welcoming environment for pupils, staff and visitors. Flexibility may be required to accommodate occasional out-of-hours events, lettings, or emergency callouts.

Key responsibilities include:

- Opening the school site and buildings in accordance with agreed schedules.
- Locking and securing all buildings, gates and access points at the end of the school day.
- Setting and unsetting intruder alarms and reporting any faults or security concerns.
- Conducting routine security and safety checks of the premises.
- Responding to alarm activations and emergency situations, where required.
- Supporting school events, lettings and other activities that require access outside normal operating hours.
- Ensuring the school site remains safe, secure and compliant with relevant procedures at all times.

This responsibility supports Huddersfield Grammar School's commitment to providing a safe, secure and welcoming environment in which pupils can learn, thrive and achieve their full potential.

Other Key responsibilities include:

- 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 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 Facilities Manager.
- Carry out portaging duties and assist with the removal and fitting of office and classroom furniture as directed by the Facilities Manager

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 Huddersfield Grammar 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:**