

## Job description

<b>Job title:</b> Senior School Keeper	<b>Status:</b> Permanent
<b>Team:</b> Central Services (COO)	<b>Reports to:</b> Head of Estates
	<b>Direct reports:</b> Varies: Supervision of site-specific staff and contractors as required
<b>Department:</b> Estates	<b>Departmental budget holder:</b> No

### Position context:

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become kind, confident and impactful world citizens.

**Position purpose:** This role is responsible the Trust wide day to day delivery of first-class site and facility services and a safe, pleasant environment for pupils, staff and visitors.

Working with others, ensuring reactive maintenance of the estate, planned, preventative maintenance, cleaning services and refurbishment projects are executed to the standards set out by the Head of Estates and Academy leads. Exemplary service attitude, management of site security and execution of the ELAT Health & Safety priorities, as they relate to the built environment, are key for the role holder.

### Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> <li>Is aware of and understands the ELAT Vision, Mission and Values</li> <li>Can clearly describe how the school fits into the ELAT family</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Uses site stock condition report to pre-empt failure of site assets</li> <li>Utilises Trust design guide to ensure consistency and cost benefit</li> <li>Assists across the Trust Estate, deputising for Schoolkeepers as required</li> </ul>

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> <li>• <b>When on assignment</b></li> <li>• To be a responsible key holder and ensure security of sites, grounds and their contents</li> <li>• Is the first point of response to alarm, emergencies or out of hours access requests</li> <li>• Opening and closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services</li> <li>• To regularly check the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed</li> <li>• Report all defects which require specialist repair to the Head of Estates or Headteacher</li> <li>• Undertake a weekly visual inspection and report to the Head of Estates any issues</li> <li>• <b>General Duties</b></li> <li>• Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate</li> <li>• Subject to safety regulations, redecoration and or refurbishment of any area within the school</li> <li>• Maintain cleanliness and general tidiness of all external and internal areas; adhering to specification and requirements</li> <li>• Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc</li> <li>• To carry out portage duties as required, including the receipt and dissemination of incoming goods and parcels</li> <li>• To act as an ambassador for the school, maintaining a high level of customer service</li> <li>• Plumbing and carpentry</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• Day to day supervision of site personnel activity and deployment when required</li> <li>• Induction of cleaning staff including COSHH compliance</li> <li>• Generation of appraisal documentation as required by the Head of Estates</li> <li>• To fully take part in the Trust's performance management system</li> <li>• To act on sub optimal performance of site staff including contractors.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• Maintains 'Smartlog' and disseminates work from recorded logs</li> <li>• Reports trends to Head of Estates to support the production of performance statistics</li> <li>• Monitor records for fire drills, alarm testing, risk assessments, asbestos register etc.</li> </ul>

Accountability	Key activities
Data Protection	<ul style="list-style-type: none"> <li>All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Specific responsibility for ensuring compliance with Trust H&amp;S policy by contractors and staff members</li> <li>To develop or update Risk Assessments and Method Statements, recording changes on 'Smartlog'</li> <li>Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>

### Key Stakeholders:

Internal:

School SLT

Trust Head of Estates

Staff and Pupils

External:

Contractors

Authority bodies

Visitors

Parents / carers

### Knowledge, skill and experience requirements

Essential:

- Knowledge of and experience in DIY/practical skills
- Ability to organise workload, prioritise tasks and meet deadlines
- Ability to work independently and support the work of the team
- Ability to be flexible and respond effectively to the "unexpected"
- Ability to use computerised information management systems
- Able and willing to meet the needs of all staff and negotiate timescales for jobs
- Observant – notices what needs to be done



## Job description

Desirable:

- Qualified H&S practitioner
- Able to offer a trade (electric/plumbing/building) etc
- Experience in dealing with contractors
- Supervisory experience

**Key behaviours:**

- Demonstrate and role model Trust values which are:
  - *Passion*
  - *Respect*
  - *Inclusion*
  - *Challenge*
  - *Openness*