



JOB DESCRIPTION 4 SUPPORT STAFF

Job Title:	Site Maintenance Co-ordinator
Grade:	6 (pts 15-22 £23,547 - £27,041)
Hours:	Full time/full year (37 hrs per week)
Responsible to:	Business Operations Manager
Direct Responsibility for:	To provide efficient and effective co-ordination of site maintenance at Beamont Collegiate Academy

Specific Site Maintenance Duties:

- To be proactive in identifying maintenance requirements across the site by carrying out regular site maintenance/safety inspections.
- To co-ordinate elements of the Priority Schools Build Programme PSBP in partnership with the Principal, the BPM, the EFA, and the building contractor. To include attending meetings, management of visitors to site, co-ordination of Academy & builders requirements during the final stages of the phase one building project and throughout subsequent phases.
- To respond to and prioritise site issues reported via the site radio and site e-mail system.
- To coordinate the work of any caretakers, cleaners and other contractors on site.
- To support the Principal and the Facilities Manager in the co-ordination of workplace health and safety including attending training, working in a safe manner in line with HASAW and the maintenance of accurate records.
- To undertake the efficient maintenance of the building and general site.
- To maintain the building and amenities (including courts, pitches and outdoor spaces) in order to fulfil the Academy's specific responsibilities.
- To monitor and operate the Academy's mechanical and engineering systems and to advise Facilities Manager of any faults in order to ensure business continuity and economical use of utilities.
- To engage and oversee the work of contractors to ensure that standards are maintained and that best value is achieved.
- To monitor, operate and maintain site security systems, to include key holding, open/lock up of the site for core business & lettings, responding to call-outs/faults, liaison with security contractors, reporting any failures to comply with the Academy's statutory obligations in this area, and ensure that contractors and staff work meets Health & Safety regulations.
- To organise & carry out where necessary, portering including the set up/movement of furniture/equipment including fixed stage seating to ensure the most effective use of resources.
- To order supplies and maintain a necessary stock of appropriate resources. To organise the distribution of delivered goods and to collect goods from suppliers.
- To manage the fleet of BCA minibuses, including driving to support school activities.
- To work outside of core school hours to support school events, enrichment activities and community/commercial use of amenities.

General Duties:

- To support Academy activities, attending appropriate Academy events.
- General housekeeping
- Any other duties deemed reasonable, as directed by the Principal.

General Responsibilities of all Beamont Collegiate Academy Support Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.