**Main Site Duties**

**To assist the Estates & Facilities Site Manager in maintaining the overall security, safety, cleanliness and general day to day maintenance of the building fabric, grounds and associated facilities.**

* Keyholding responsibilities
* Carrying out reactive and planned maintenance including painting, joinery, minor plumbing.
* Effective reporting/ recording of all maintenance issues that may arise
* Maintain safe access for everyone whilst on the school premises
* Maintaining adequate levels of cleaning supplies
* Carrying out reactive cleaning duties
* Deep cleaning during shutdown of the School including – moving of furniture, tables and chairs.
* Distribution of parcels to all departments around the school
* Monitor school heating system and services
* Record monthly meter readings
* Safe storage of tools and equipment as not to cause harm, injury or loss
* Manage your daily workload effectively
* Driving the minibus (D1 entitlement on licence required)
* Working as part of a team
* General grounds maintenance including - Tree pruning, hedges kept neat and tidy, strimming, grass cutting, school allotment, managing the greenhouse
* To communicate effectively at all levels
* Uphold the school ethos
* Securing the school site at the end of the day

This above list is non-exhaustive, as different issues can arise that will need to be reacted upon a daily basis to ensure the School operates safely and effectively at all times.