



BEECHWOOD SCHOOL

Job Description

Post title: Maintenance & Cleansing Operative

Hours of Work: Full Time, Permanent, All Year Round

Remuneration: Up to 22.5k per annum

Responsible to: Maintenance Manager

Main Responsibilities

You will play a crucial role in ensuring the safe and efficient operation of our school facilities. Your primary responsibility will be to clean the premises and to perform the routine maintenance tasks, repairs, and inspections to uphold the overall cleanliness, functionality, and safety of the school premises. This is an excellent opportunity for someone with a strong work ethic and attention to detail to contribute to the smooth functioning of our educational institution.

Maintenance

- Perform general maintenance tasks such as plumbing repairs, carpentry work, electrical maintenance, and painting to maintain the school's infrastructure.
- Conduct regular inspections of the school premises to identify any maintenance issues, safety hazards, or cleanliness concerns, and address them promptly.
- Respond promptly to maintenance requests from staff, students, or administrators, and prioritize tasks based on urgency and impact on school operations.
- Ensure proper functioning and maintenance of heating, ventilation, and air conditioning (HVAC) systems, lighting fixtures, and other equipment within the school.
- Maintain and repair school furniture, including desks, chairs, cabinets, and shelving units.
- Monitor and maintain the cleanliness and organization of storage areas, maintenance rooms, and workshop areas.
- Assist in the setup and breakdown of equipment for school events, assemblies, and other activities.
- Collaborate with other maintenance staff and school administrators to develop and implement preventive maintenance plans to minimize disruptions and extend the lifespan of facilities and equipment.
- Maintain accurate records of maintenance activities, including completed tasks, repairs, and equipment inventory.
- Follow established safety procedures and guidelines while performing maintenance tasks and ensure compliance with relevant health and safety regulations.

	<p>Cleaning</p> <ul style="list-style-type: none"> • Daily cleaning in line with work schedules as set out by the Headteacher • To clean, wash, sweep, mop, dust, polish and vacuum clean designated areas to the required standard • To ensure that toilets and washrooms are maintained to the required standard of cleanliness • Ensure all rubbish is removed on a daily basis and recycled where possible • Ensure the various dispensers including toilet roll and paper towels are checked and topped up daily • To clear up after flooding and/or any other emergency cleaning • Complete designated ‘deep cleaning’ projects during school holiday periods • Ensure that work is completed to a high standard • To wear suitable clothing/uniform and correct PPE as necessary • Follow agreed risk assessment when moving furniture etc. to clean • Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety policies and COSHH data sheets • Ensuring that all cleaning materials are kept in a locked cupboard when not in use • Adhere to school and legal regulations regarding health, safety, fire and accident reporting • First Aid and Emergency Response: Be prepared to provide basic first aid when necessary and respond promptly to any emergencies or accidents during the lunchtime period. • Implement the provisions of the school’s Safeguarding policy which can be found on the school website • Any other reasonable request made by the Headteacher <p>This list is not intended to be exhaustive and you may be required to undertake other comparable duties as Beechwood School requires from time to time.</p>
<p>Subject Knowledge & Understanding</p>	<ul style="list-style-type: none"> • Familiarity with modern equipment used for DIY tasks • Up to date knowledge and understanding of Health and Safety regulations. • Ability to use a variety of hand and power tools safely and effectively. • Excellent problem-solving skills and the ability to troubleshoot maintenance issues independently. • Strong organizational skills and the ability to prioritize tasks effectively. • Attention to detail and a commitment to delivering high-quality work. • Knowledge of health and safety regulations and the ability to adhere to them consistently. • Excellent communication skills and the ability to work collaboratively with staff, students, and other stakeholders.
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of the students with whom you have come into contact. • Ensuring health and safety standards are adhered to and maintained. • To be a role model to pupils through personal presentation and professional conduct • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work • To be familiar with and support all the School’s policies

- To establish effective working relationships with professional colleagues and associate staff
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To uphold the school's core values.

Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • GCSE 	<ul style="list-style-type: none"> • Experience of working in school • COSHH Training • Awareness of Health & Safety Training • A trained First Aider 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of working safely with tools, repairs, DIY tasks • Good physical stamina and the ability to perform tasks that involve lifting, carrying, and working in various weather conditions. • Ability to use a variety of hand and power tools safely and effectively. • Excellent knowledge of cleaning products and equipment alongside practical skills, knowledge of health and safety and keen attention to detail 	<ul style="list-style-type: none"> • Proven experience in general maintenance work, preferably in an educational or institutional setting. 	CV Interview
Skills:	<ul style="list-style-type: none"> • Strong knowledge of basic repair and maintenance techniques related to plumbing, carpentry, electrical systems, and painting. • An ability to communicate effectively both orally and in writing. • Team working • Active Listening. 	<ul style="list-style-type: none"> • An up to date, working knowledge of Health & Safety guidelines. 	CV Interview Professional references

	<ul style="list-style-type: none"> • Flexible, with the ability to work on own initiative and to tight timescales. • Being a positive role model. 		
Personal competencies and qualities:	<ul style="list-style-type: none"> • To be committed to actively support the visions, aims and ethos of the school. • Collaborative team player. • Open and reflective and Self-motivated. • Professional and positive at all times. • An ability to strike a good professional rapport with students, staff and parents. • Friendly and approachable. • A genuine enthusiasm for working with children. • A positive attitude. 		Contents of the Application Form Interview Professional references