



## **JOB DESCRIPTION**

**NAME:**

**POST:** **Multi-Skilled Site Staff**

**GRADE:** **Grade 6 (SCP 16 – 22): £29,572 – £32,654**

### **RELATIONSHIPS**

The post holder is accountable to their Multi-Academy Estates Manager or the Estates Leadership team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE**

The Multi Skilled Site Staff member is responsible for performing a variety of facilities and maintenance tasks to ensure all academy sites are safe, functional, and conducive to a positive educational environment. The successful candidate will work as part of the site team, conducting regular maintenance and repair duties while adhering to health and safety regulations. This role requires versatility, hands-on skills, and the ability to work independently or as part of a team.

### **MAIN DUTIES & RESPONSIBILITIES**

- Carry out routine and preventative maintenance tasks, including repairs to plumbing, carpentry and general building maintenance to uphold a high standard across all sites.
- Assist in maintaining a safe environment by following health and safety protocols, participating in risk assessments, and reporting any potential hazards to the Multi-Academy Estates Manager.
- Monitor access to academy premises, ensuring the security of the facilities and reporting any security issues or incidents to the Multi-Academy Estates Manager.

- To respond to security alarm or other call outs in accordance with agreed procedures.
- Respond promptly to maintenance and repair requests, prioritising urgent issues to minimise disruption to the academy's operations.
- Operate and maintain site-specific equipment and tools, ensuring they are in good working condition and stored securely.
- Work collaboratively with fellow site staff and outside contractors, supporting tasks that require additional manpower and expertise as needed.
- Participate in outdoor maintenance work, including landscaping, and cleaning outdoor areas to create a welcoming environment for students and staff.
- Assist with the collection and disposal of waste, ensuring compliance with relevant environmental regulations and promoting sustainability practices.
- Conduct regular inspections of academy facilities, documenting any required repairs or maintenance tasks to ensure all areas remain in safe and working order.
- Assist in the setup and breakdown of facilities for special events, ensuring all logistical details are met efficiently.
- Maintain accurate records of maintenance tasks completed, including materials used and time spent, to support the tracking of site operations.
- Participate in ongoing training and development opportunities, staying current with best practices in facilities management and maintenance.
- Provide support for emergency situations, assisting with evacuation processes and implementing safety plans as directed.
- Liaise with the Multi-Academy Estates Manager regarding inventory levels for maintenance tools and supplies, ensuring adequate stock within site facilities.
- To record, investigate and report findings and/or recommendations to the Multi-Academy Estates Manager relating to all accidents at work.
- To advise the Multi-Academy Estates Manager as to the maintenance, upkeep and development necessary within the Academy.
- To arrange hire of any specialist machines and equipment if requested by the Multi-Academy Estates Manager.
- To prepare outline specifications and gather quotations and tenders for the maintenance services and minor repairs if requested by the Multi-Academy Estates Manager.
- To monitor all contracts and own work groups to ensure best value,
- To ensure effective communication with the Academy Leadership Team.

- To ensure the full security of the site at all times
- To support the Multi-Academy Estates Manager in maintaining the required level of compliance and ensure it is undertaken at the required intervals.
- To take part in the evacuation of Academy in emergencies and to carry out fire drill on a regular basis as required/instructed.
- To identify and report building, furnishing or fittings deficiencies and undertake any remedial action that may be authorised and appropriate. This may involve liaising with external contractors.
- To dispose of litter within the Academy grounds, empty bins and dispose of all rubbish.
- To take delivery of goods and equipment and arrange storage or distribution as required/instructed.
- To undertake project maintenance work and minor maintenance repairs to include painting, clearing of gutters and gullies, fence and perimeter repairs and maintaining garden equipment where appropriate and as instructed by the Multi-Academy Estates Manager.
- Ensure that all building repairs are completed in a timely manner.
- To support in the operation of the Academy heating systems, ensuring all plant and equipment operates safely and efficiently.
- To be aware of the usage of electricity, water and any other fuel taking meter readings as required.
- To support as required in the ordering of all stock held for cleaning, maintenance and general sanitary supplies; ensuring consumables are replenished.
- To ensure electronic compliance and Health & Safety data systems are updated and maintained as instructed by the Multi-Academy Estates Manager.
- To set up the hall and/or classroom layout for exams, Academy meetings, training etc as required and general portorage as required by the Principal.
- To assist in the lettings on the site including the set up and take down of equipment, responding to all reasonable customer requests, ensuring the lettings area is clean and consumables are replenished. To be responsible for the evacuation of the premises in emergencies.
- To work in a clean, tidy and methodical manner, keeping areas safe at all times.
- To undertake tasks which may involve working at heights, using either a mobile tower or ladders, therefore knowledge and experience of the relevant health and safety legislation is useful although training will be provided.

## GENERAL

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**