



Hulme Hall Grammar School

Site Maintenance Officer Job Description

The School

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 160 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint an enthusiastic Site Maintenance Officer who will provide support to the Site Manager in ensuring the buildings are safe, secure, maintained and that a clean environment exists both internally and externally. The person will need to pay attention to detail, work well under pressure, have a positive approach to work and a “can do” attitude.

Main Purpose of the Job:

Under the guidance of the Site Manager, Business Manager and Headmaster, the postholder will contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, compliance checking, liaising with contractors, general maintenance and cleaning. The emphasis of this post will focus on site supervision, cleaning, and “handyperson” activities.

Main Duties and Responsibilities:

Site Security

- Work with the Site Manager / Business Manager to ensure that the whole site and buildings are safe and secure.
- Act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours relating to the intruder alarm and fire alarm.
- Carry out security checks as required and ensure that all security systems are set at relevant times.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Assist with inspections to ensure the School always complies with Health & Safety requirements.

Maintenance and General Management of Site

- Make sure that the School site and buildings are clean, tidy, and maintained to a very high standard.
- Identify and draw to the attention of the Site Manager / Business Manager works and actions necessary to keep the School site well maintained.
- Regularly inspect the School site and buildings to identify the need for repairs or replacements.
- Inspect the School site and buildings to identify aesthetic and functional improvements.
- Undertake numerous daily and seasonal maintenance, repair and decorations tasks around the site, inside and out as required, to ensure a safe environment and high standard is maintained.
- Undertake essential maintenance work in accordance with requests submitted by members of staff.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage.
- To undertake work such as fire alarm testing, legionella monitoring, emergency lighting testing, fire appliance inspections, portable appliance testing and maintain appropriate records.
- To organise and to carry out portering duties (including moving heavy furniture and setting up exam desks) which will secure the most efficient use of resources.
- To work outside of contracted hours for school events such as parents' evenings, performances and open events and ensure the site is secure once all staff have left the school.

Other Duties

- Help the School discharge its responsibility for safeguarding pupils and ensuring compliance with Child Protection and Safeguarding Policies.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors
- Work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance.
- Engage actively in the performance review process.
- Adhere to the School policies and be a role model as first point of contact

Please also see the Person Specification for this role, which is contained in a separate document.

Applications are welcome from a diverse range of backgrounds. Factors such as skin colour, gender, race, nationality, ethnic origin, religious faith or any other protected characteristic will NOT be taken into account in the selection procedure.

Conditions of Service:

This is a full-time, all year-round appointment based on 37½ hours per week.

- Term Time: 11.00am – 6.30pm
- School Holidays: Flexible working hours based on needs of the school

There will be a requirement to work additional hours during the school term as agreed with the Business Manager / Headmaster. There may be some flexibility in working hours.

Annual holiday entitlement is 30 days to be taken during the school holidays.

Salary range: £20,000 - £22,000 depending on experience.

Application Procedure:

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Business Manager, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to Mr Lynch at: m.lynch@hulmehallschool.org.

Closing Date for Applications: Friday 21st January 2022

Interviews: Week commencing 24th January 2022