**Rosehill College**

**Position Description - Property Maintenance Officer**

**Role Summary**

The Property Maintenance Officer forms an essential part of the property team to provide flexible and proactive support to the school regarding the operation, maintenance, health and safety and security of the school site and buildings, including sports facilities. Flexibility is required to meet the needs of the school with a strong focus on supporting fellow team members and working collaboratively. This will involve some work to be completed outside of this scope and external work on grounds or other areas/structures during periods of peak workload or as required due to other circumstances such as weather.

The Property Maintenance Officer reports to the Property Team Leader.

**Primary Objectives**

* Assist with the maintenance of the school buildings and sports facilities
* Assist with the maintenance and operation of the school boiler
* Assist with the maintenance of the school swimming pool
* Assist with the school security system
* Maintain positive working relationships with all stakeholders
* Assist with setting up of areas for school needs e.g. hall seating, events as and when required.
* Actively participate in and contribute to all Health & Safety systems and programmes.

**Personal Attributes**

* Works as a self-directed worker.
* Shares knowledge and experience to increase the skills capital of the team.
* Supports and models the school’s values at all times.
* Displays integrity and takes responsibility for own actions.
* Identifies and participates in learning opportunities as appropriate for personal development.
* A ‘can do’ mindset in relation to individual and team goals.
* Plans and organises tasks in a collaborative manner with the team on a day-to-day basis.
* Suggests new initiatives and solutions to problems.
* A solid commitment to Health & Safety of all stakeholders.

**Key Tasks**

**Maintenance of the School Buildings & Sports Facilities**

To ensure that the school buildings and sports facilities are well maintained to increase pride in our school and foster positive perceptions in our community

* Assisting the Property Team Leader in undertaking minor capital works projects
* Carrying out repairs to buildings and equipment, including doors, locks and all internal fittings
* Liaising with suppliers and contractors for the supply of materials and undertaking of maintenance tasks and capital works e.g. door and joinery suppliers, metalworking companies and builders.
* Assist with the setting and unsetting of hall for school assemblies and day and evening events
* Assist the property team to ensure that vandalism and graffiti are rectified as a priority

**Operation and Maintenance of the School Gas Boiler**

To provide daily operation and maintenance of the school gas boiler and ensure an adequate standard of health and safety is upheld.

* Carrying out daily operation of the boiler
* Testing and recording all gauges within the boiler
* Ensuring and monitoring that boiler water supply is sufficient
* Checking for corrosion, cracks and leaks in the boiler walls or floors
* Making sure equipment is in good working order
* Keeping records for temperatures and other gauges
* Attending to immediate boiler incidents.
* Logging and reporting equipment faults or any problems to the Property Team Leader and/or Business Manager.
* Liaising with Heating Engineer with equipment faults or maintenance.

**Maintenance of the School Swimming Pool**

To provide regular maintenance of the school swimming pool to ensure an adequate standard of hygiene is upheld

* Carrying out scheduled water cleaning, using chemicals, including chlorine
* Testing water quality, water temperature and pH balance
* Cleaning out filtration units
* Arranging for swimming pool maintenance from professional pool maintenance companies when required
* Checking for corrosion, cracks and leaks in the pool walls or floors
* Making sure equipment including pool covers and blocks are in good working order
* Keeping stock records for cleaning supplies and spare parts
* Attending to immediate water hygiene incidents.

**Maintain the School Security System**

To ensure that the school building security system is operational and effective

* Assist with the school’s building security system including the provision of portable security cameras
* Liaising with the school’s security monitoring supplier and locksmiths
* Checking and downloading of security camera security footage when required by school senior management
* Assist the Property Team Leader and Business Manager in maintaining an effective school security system

**Machinery, Tools and Equipment**

* Maintain all equipment and ensure that it is in good working order and store it appropriately
* Check all machinery before use
* Report any faults to the Property Team Leader and/or Business Manager

**Backup Duties**

* Assisting with property tasks that require a second person
* Provide coverage for the non-administrative responsibilities of the Property Team Leader in his absence
* Drive the school mini bus for maintenance related activities
* Report any potential health and safety concerns to the Property Team Leader and/or Business Manager
* Any other property duties identified by the Principal or Business Manager or Property Team Leader

**Position Description Declaration**

I accept and understand the requirements in my position description, I am fully aware of the expectations and obligations relating to this position.

**Name** **Date**