

# JOB DESCRIPTION



<b>Job Title</b>	Site Technician
<b>Report to</b>	Operations Manager
<b>Main purpose of job:</b>	
<p>To undertake and coordinate repairs and maintenance services including Health and Safety (including Asbestos awareness and monitoring), construction, maintenance, repairs, security, heating, lighting, cleaning and portering for the entire school site. Working on a shift basis.</p>	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>Working within Health and Safety (including COSHH) guidelines ensuring legislation is implemented and adhered to. Reporting any concerns to the Line Manager.</li> <li>Oversee repairs and maintenance work undertaken by contractors or site staff – including heating, electrical and service systems function correctly. Working with a rolling programme of work/repairs as determined by the Premises Co-ordinator.</li> <li>Maintain the site effectively during periods of inclement weather.</li> <li>Work flexibly to ensure effective servicing of all lettings in partnership with the Premises Co-ordinator – please note that this is paid in addition to basic hours but cannot be guaranteed.</li> <li>Responsible for all aspects of school security.</li> <li>Undertake the annual testing of portable appliances.</li> <li>Be available out of contracted hours in emergencies as a key holder – additional pay for call-outs.</li> <li>Maintain accurate and up to date records to ensure compliance.</li> <li>General portering duties including movement of furniture and equipment.</li> <li>Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.</li> <li>Ensure that cleaning equipment is properly maintained and in good working order</li> <li>Ensure adequate supplies of domestic consumables are in all classrooms and toilets.</li> <li>Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.</li> <li>Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.</li> <li>Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.</li> <li>Undertake gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.</li> <li>Weekly maintenance of the 3G Pitch.</li> <li>Operate the heating and lighting systems, ensuring efficient use of resources.</li> <li>Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks</li> <li>Act as Fire warden between the hours of 5am – 8.30am. Carry out a drill once per term.</li> <li>Undertake other duties, consistent with the post and job description, as may be required from time to time by the Operations Manager. It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.</li> </ul>	
<b>Supporting Processes</b>	
<b>Problem solving and creativity:</b>	
<ul style="list-style-type: none"> <li>Work to strict deadlines within well-known routines. The jobholder will work within guidelines required by the Operations Manager.</li> </ul>	

- Deal with problems, unexpected situations and emergencies

#### Decision making:

- Works within prescribed legislation, eg. Health and Safety.
- Ordering procedures followed when required
- Makes decisions of a routine nature eg, work priorities.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Advising the Operations Manager of faults to the buildings, fixtures and fittings which require specialist attention

#### Physical effort and working conditions:

- Continuously on feet, physical work cleaning using potentially hazardous cleaning agents. Working at height occasionally required.
- Outdoor working is a regular requirement of this post.
- Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

#### Additional information:

- Keyholder and responsible for ensuring that the site is secure.
- Personal presence required to ensure unauthorised person(s) are not allowed on site.
- Working hours are as determined by the Operations Manager
- The post-holder is required to undertake mandatory training related to the post and school priorities at times that may be outside of contracted hours.
- Cover for absences and holidays as required. Additional hours occasionally available. Lettings available to be serviced also.
- Required to work a shift pattern (shift allowance payable)
- Assist in the recruitment and induction of Premises team as required.

Selwood Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In line with Safer Recruitment all our posts require an enhanced criminal background check via the disclosure procedure and are subject to pre-employment checks.

Equalities Commitment: We welcome applications from underrepresented groups including Race, Disability, Religion or belief, Sexual orientation and Gender reassignment.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder	_____	Date	_____
Line Manager	_____	Date	_____
Designated Senior Manager	_____	Date	_____