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**JOB DESCRIPTION**

**POSITION: Senior Site Officer**

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**SCALE:** SO1 £35,577 - £36,567

**HOURS & PAY:** 36 Hours per week, 52 weeks per year

**PURPOSE OF JOB:**

* To oversee both Primary & Secondary sites.
* To manage caretaking team on both sites and work with Grounds member of staff.
* Working with School Business Leader and Director of Assets (PL) to ensure Health & safety and statutory compliance of all buildings are kept compliant
* To lead the team across both sites covering leave, sickness, training when required. Ensuring adequate cover during school holidays.
* To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
* To ensure all external contractors comply with requirements before allowing access.

**MAIN DUTIES:**

**Premises Security & Site Management**

* Take responsibility for the management of Every and distribution of tasks across the site team
* Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
* Ensure school is open and adequately staffed by site staff for day to day school activities.
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
* Monitoring of school CCTV system ensuring it is in constant working order and dealing with requests and downloading footage when requested.
* Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
* To take responsibility for managing all subcontractors/visitors on site, overseeing their work and ensuring they work safely at all times. Additionally, keeping up to date RAMS, Insurance details and DBS information.
* Coordinate weekly/periodic testing of fire alarm system.
* All Premises staff to form part of the keyholder list – with Senior Site Officer to act as first point of contact.
* Manage the access and control of all keys and security codes to authorised personnel.
* Working in partnership with School Business Leader and Director of Assets (PL) source and procure services when required.
* Ensure all annual servicing and subsequent remedial works are completed within a timely manner.

**Maintenance of School Building & Grounds**

* Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines.
* Operating an agreed programme of planned maintenance under the instruction of the School Business Leader.
* Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
* Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
* Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
* Replacing lights, tubes, diffusers, starters where necessary
* Ensure downpipes drains and gullies are free flowing and clean
* Removing snow and other obstructions from main entrances, steps, paths.
* Preventing unauthorised/unsafe parking on school site
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
* Supervise maintenance contractors and undertake regular site inspections.
* Coordinate premises and construction deliveries to the school sites.
* Oversee any reasonable key requests and orders and distribute to stakeholders
* Locking and unlocking internal and external doors as required
* Ensuring fire doors are free of clutter and obstructions
* To minimise hazards including checking location of firefighting equipment and alarm bells
* Support all Departments in putting up and taking down of external or internal equipment
* Assist the site team with any reasonable repairs as and when required
* Ensure all stock is kept up to date and ordered

**Cleaning**

* To oversee the daily cleaners and ensure toilets are kept clean and resourced
* Ensure any incidences during the day including vomiting, spillages or any reactive janitorial tasks are completed promptly.

**Porterage**

* Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
* Receiving and directing as appropriate all deliveries for the schools
* Keeping up to date records, inventories and forms as required
* To ensure venues are set up to brief and to a high standard in advance of assemblies, meetings, performances, various school events (fairs), Inset days, exams and other activities

**Compliance of Health & Safety**

* Ensuring compliance by periodic inspection of all areas
* Taking responsibility for ensuring appropriate signs and notices are displayed
* Taking responsibility for ensuring all hazards are removed
* Correct Uniform and PPE is worn at all times
* Ensuring fire exits are accessible and firefighting equipment is correctly positioned and serviced
* Ensuring all staff are aware of their responsibilities as appropriate
* To be trained and respond as Fire Wardens for the School
* Ensure weekly L8 Water testing or as required
* Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
* Ensure monthly Fire Door checks/Ladder Checks or any other reasonable statutory requirement are completed.
* Ensure accident and incident reporting procedures are followed in a timely fashion; acting as the main point of contact and liaising with the Trust.
* Act as the “Responsible Person” under the Regulatory Reform (Fire Safety Order 2005).

**Lettings**

* Prepare the Site for major events i.e. Open Evening /lettings booking
* Liaise with the School Business Leader and ensure that the needs of the lettings customers are being met and are balanced with the needs of the school.
* To use the school’s calendar to proactively arrange lettings booking / identify events that require set up and other support by the Site Team, liaising with staff to determine what set up is required
* To ensure that the school site is clean, clear and in a suitable condition for use by lettings at the end of the school day

**Child Protection**

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by

**General**

* Required to carry out all reasonable duties and responsibilities of the post
* Respond to all Helpdesk Requests through the school maintenance helpdesk service (every)
* Working with School Business Leader to carry out minibus maintenance (all services/repairs/fuel & Health & Safety for staff and pupil use.
* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment
* Undergo and meet school conditions for a satisfactory enhanced DBS check
* Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the school’s policies and procedures
* Treating all information acquired through your employment, both formally and informally, in strict confidence
* To demonstrate a commitment to good customer care
* Any other duties of an appropriate level and nature will also be required

**Person Specification**

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| --- | --- | --- |
|  |  | **Essential** |
| 1 | **Qualifications / Training / Experience** |  |
| 1.1 | Evidence of experience of caretaking and security work at an appropriate level | ✓ |
| 2 | **Skills and Aptitudes** |  |
| 2.1 | Understanding and be able to deliver all aspects of Caretaking management as outlined in the job description. | ✓ |
| 2.2 | The ability to work within recognised procedures and respond to unexpected problems and situations | ✓ |
| 2.3 | Working knowledge of relevant policies/codes of  practice/legislation relating to Facilities Management and in particular to Health and Safety | ✓ |
| 3 | **Mandatory Requirements** |  |
| 3.1 | A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust. | ✓ |
| 3.2 | References that confirm suitability to work with children, reference must be provided from current/most recent employer. | ✓ |
| 4 | **Physical Requirements** |  |
| 4.1 | Health and physical capacity for the role. | ✓ |
| 4.2 | A good attendance record in current employment, (not including absences resulting from disability) | ✓ |

Post holder’s signature: ……………………………………………………………………………………………..

Headteacher’s signature: …………………………………………………………………………………………..

Date of issue: 30/10/2024