

CENTRAL BEDFORDSHIRE COUNCIL JOB**DESCRIPTION**

JOB TITLE:	Site Agent
RESPONSIBLE TO:	School Business Manager
JOB PURPOSE:	To keep the school functioning, particularly in respect of security of premises, Heating and lighting, cleaning and to undertake a range of handyperson tasks including simple plumbing, electrical and carpentry tasks.

Main duties and responsibilities**Security of premises**

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private or the Authority's use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Check for smell of gas and check all master gas controls are in "off" position every night.
5. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. Carry out any necessary duties incurred with burglar alarm systems.
7. Undertake fire equipment checks.
8. Undertake the responsibility of keyholder.

Heating and Lighting/Energy Conservation

1. Ensure that the school is up to the required temperature by 9am each school day.

2. Manually shut down heating and switch off fan-heaters etc at any time when not required, e.g. early and late heating season or schedule the same using automated systems.
3. Check for correct setting of room thermostats, thermostatic radiator valves and fan convactor thermostats.
4. Economise on all fuel use during the school day, during cleaning hours and outside lettings and suggest improvements to reduce fuel consumption.
5. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
6. Ensure that no flammable materials are stored in the boiler-house.
7. Replace light bulbs and tubes as required, applying appropriate health and safety regulations.
8. Take monthly reading of all fuel meters, including water, and report promptly any fault giving rise to excessive consumption. Keep records of all out of hours use and fuel consumption.

Cleaning of premises

1. Supervise cleaning staff on a daily basis and organise the cleaning work in the whole school or monitor the cleaning contract where appropriate.
2. Ensure that the whole school is cleaned using approved and appropriate materials, carrying out cleaning work in designated areas, where applicable,
3. Keep a check on cleaning materials for economy reasons and order fresh supplies in time to avoid shortages.
4. Undertake the inspection of toilets, urinals, showers etc and replenish soap and toilet paper as required.
5. Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.
6. Ensure that the environment is clear of hazardous materials/equipment.

Other duties

1. Undertake all compliance and statutory testing and checking, keeping accurate records of those checks
2. Undertake repairs and maintenance work required.
3. Undertake small construction projects as required, e.g. building of sheds and shed bases and assembling any 'flat pack' items ordered.
4. Take delivery and store materials, making arrangements for storing them and undertake general portorage duties.
5. Ensure that all caretaking equipment is clean and in good working order and that

caretakers/cleaners' storage cupboards are clean and tidy.

6. Carry out daily supervisory/inspection duties as appropriate, maintaining a good working atmosphere.
7. Plan the work allocation of self and cleaners.
8. Monitor the standards of work from contractors and cleaners. Discussing any concerns with the School Business Manager
9. Keep routes clear and safe for access all year round. Completing daily checks and gritting and clearing snow in a timely manner to allow school to open as normal.
10. Deal with milk and fruit deliveries.
11. Undertake all statutory checks associated with Legionella and water safety including: run staff and pupil showers and unused taps daily, remove shower heads, clean and chlorinate termly.
12. Order and check delegated maintenance construction work, as agreed with School Business Manager.
13. Be aware of and adhere to all procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that form part of the school's health and safety policy and where required to be a member of the school's Health and Safety Committee.
14. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school and/or the Council.
15. Carry out weekend security checks, if required by the headteacher.
16. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
17. Undertake any other duties of a similar level and responsibility as may be required from time to time.