



JOB DESCRIPTION

Site and Estates Officer

Job Title: Site and Estates Officer

Grade: Level 5 pt 12-17

Hours: 37 hours per week, 52 weeks per year

Responsible to: School Business Manager

JOB PURPOSE

To ensure the security, care and availability of the school building, furniture, fittings and equipment. Ensure a satisfactory physical environment with particular emphasis on the provision of cleaning and day to day management of the cleaning staff and to promote the efficient use of the schools' assets to support the educational objectives of the Federation. To ensure the smooth running of the school is maintained at all times.

Key Areas of Responsibility

- Ensure the building and contents are secured.
- Provision of access to the building (and grounds) to authorised persons at all reasonable times.
- Maintain constant awareness of the physical condition of the building, furniture and equipment and take appropriate steps to ensure maintenance and repairs when necessary.
- Carry out maintenance and repairs to the building, furniture and equipment within the scope of a competent handy person.
- Operation of the heating and lighting systems. Monitoring usage and taking shared responsibility for promoting and delivering energy conservation in the school.

Security

- Plan and operate routine security arrangements to prevent / deter unauthorised access to the site and buildings to minimise theft and vandalism.
- Request unauthorised users of the site to leave: calling for the Police if necessary (in accordance with agreed guidelines).

Cleaning

- Cleaning duties as appropriate to ensure the effective cleaning of the site, working alongside the cleaning contractors employed by the school.
- Liaise with the cleaning contractors on any issues that may arise.
- Ensure that the school premises and furnishings are cleaned in accordance with the school's standards.

Utility Management

- Open the boilers so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carry out frost precaution procedures. Cleaning flues and filters.
- Monitor the use of energy, including keeping records or consumption and identification of trends. Take steps to reduce energy consumption and promoting the awareness of school staff concerning energy conservation.
- Ensure that all drains, gutters and gullies are free-flowing and clean and clearing blockages should these occur.

Site Management

- Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
- Undertake regular inspection of the physical condition of the building, furniture and play equipment, carrying out specialist tests and inspections.
- Morning duties – unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of the windows as required. Daily inspection of site and grounds to identify damage, vandalism, wear and tear.
- Carry out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handy person (within the range of work specified).
- Draw to the attention of the appropriate authorities, (by completing the relevant documentation or otherwise), to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.
- Replace of lightbulbs, fluorescent tubes, etc.
- Carry out routine procedures and inspection of ancillary equipment.
- Ensure that all hard areas are free from litter and excessive accumulations of dirt and rubbish.
- Empty litter baskets, bins and recycling bins. Disposal of all rubbish and cleanliness of dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.
- Replenish soap, toilet rolls, paper towels, etc.
- Lay out and stack chairs, desks, tables, etc. Movement of these within the school, including setting out furniture for examinations.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Putting bins out and in of the compound when needed.

Porterage, Meetings and School Functions

- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Prepare for school and afterschool activities, clearing and cleaning up after these activities, if required.
- Take delivery of stores, materials, and other goods, storing and / or moving them within the school as required.

- Dispatch goods from the school.
- Meet and direct workmen and contractors to the site of repair and maintenance work and inspecting the work of maintenance contractors where there is a requirement to sign a satisfaction note.

Lettings / Contractors / other

- Maintain excellent working relationships with all building users and ensure they receive an efficient and courteous service.
- Ensure contractors are aware of school regulations and procedures and are compliant with them.
- Establish good relationships with parents, community and professionals acting as a good role model that reflects the high expectations of King's Hedges.

Training

- Attend courses as appropriate.
- Keep up to date with relevant legislation and implementation including Health and Safety and control of Substances Hazardous to Health (COSHH) developments and communicate relevant information to staff

General

- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request.
- In conjunction with the School Business Manager, take responsibility for planning the work allocation of self to meet the requirements of the school and carrying out normal supervisory duties.
- Attend to such duties appertaining to the premises as may occur from time to time.
- Carry out the reasonable instructions of the SBM or appropriate Leader.
- Maintain the closest possible communications with the SBM and staff of the school and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.
- Grounds maintenance – to include litter picking, hedge trimming, grass cutting, weeding and pruning – general gardening as required.
- To be competent working at height etc.
- Maintain and clean machinery used.

Health and Safety

- Ensure that all Health and Safety records, procedures and requirements are being resourced and kept up to date (electrical testing certificates, PAT testing, emergency lighting, other statutory checks, inspecting the fire extinguishers etc).
- Manage emergency events effectively, alongside the SLT in cases of fire alarm/alarm testing and evacuation.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Ensure all caretaking (and where applicable, cleaning) equipment is in a safe, clean and working condition.

- Ensure premises, site and fire risk assessments are kept up to date.
- Clear ice and snow from pathways and entrances and gritting where necessary.

The nature of this post will require flexibility to meet urgent work needs as they arise. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the school and in keeping with the general profile.