Site Maintenance Officer Role Description

Role Introduction

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

The Site Maintenance Officer should carry out their duties in line with the seven principles of public life (Nolan principles).

PRINCIPAL RESPONSIBILITIES

* Maintain the school building, including effecting repairs and improvements. Undertake minor repairs as necessary.
* Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water.
* Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.
* Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
* Maintain and monitor Health and Safety standards, reporting any failures to comply with the school’s statutory obligations in this area and ensure that contractor’s work meets Health and safety Regulations.
* Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
* Order supplies in order to maintain the necessary stock of appropriate resources.
* Maintain compliance systems and records in line with those set out by the Trust.
* Perform such other tasks as may be determined from time to time.

Experience and Skills

* Previous experience of managing premises is desirable

Hours

The role is 32.5 hours per week on a 52 week contract with 22 days annual leave which must be taken during school holidays and as agreed with the Headteacher.

The standard hours for this role are achieved through a split shift of 0700 to 1030 and 1530 to 1815.

We are happy to discuss with candidates alternative working patterns should they meet the needs of the school.

Location

The main place of work will be the school site. From time to time, you may be required to travel to other Trust locations.

Pay

The role will be Grade 5 which is £21,968.

*Concordia Multi Academy Trust is committed to safeguarding and promoting the welfare and safety of pupils. The successful applicant will be subject to stringent vetting procedures including an enhanced DBS check, section 128 check and satisfactory references.*

*Concordia Multi Academy Trust are committed to* equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.