

WORTH PRIMARY SCHOOL : JOB DESCRIPTION – SITE MAINTENANCE OFFICER

JOB TITLE	SITE MAINTENANCE OFFICER	JOB REF NO WPS2026	SMO
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BASIC JOB PURPOSE

To undertake efficient general maintenance of the building and site

To maintain site compliance via administration of electronic records

To facilitate and support the day-to-day site tasks and functions

MAIN RESPONSIBILITIES

1.	Monitor, operate and maintain appropriate site security systems, including opening and closing the building as appropriate and acting as a key holder.
2.	To ensure the site remains complaint by organising contractor visits and keeping those records (electronic or paper) up to date with all paperwork / documentation received. To provide updates for the asset register as required and directed.
3.	Carry out improvements of the school site to ensure a serviceable and safe education environment, including some cleaning duties throughout the day.
4.	To maintain a COSHH file of all products used and to comply with Health and Safety Guidelines in relation to this.
5.	Maintain and monitor Health and Safety standards, taking all required system readings (eg. Utilities) and reporting any failures or issues.
6.	To complete PAT testing in line with current guidance and to keep a record of all such checks.
7.	Order supplies in order to maintain the necessary stock of appropriate resources after obtaining the necessary approval from the budget holder. To receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8.	Complete checks on all equipment regularly, keep records of such checks and inform the Business Manager of any defects in order for action to be taken.
9.	When needed grit and clear snow on paths, driveways and car parks to minimise slipping hazards. Make regular checks and re-grit / re-clear where necessary.
10.	Carry out general grounds maintenance duties around the school including: <ul style="list-style-type: none"> - Clearing leaves from paths and playground - Painting and general repairs - Maintenance of school outdoor areas and planted beds - Emptying bins and keeping the school free of litter and debris at all times
11.	Facilitate the delivery of lunch times, assemblies and other school events by distributing the hall tables and chairs and other furniture within school as required.
12.	Undertake training and development activities relevant to the position, specifically but not exclusively, Health and Safety compliance and First Aid.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	