

Site Officer

Salary Range:	NJC Scale Point 12 - currently FTE £27,711 pa
Hours:	30 hours per week - 52 weeks per year with holiday entitlement
Contract Type:	Part-time, permanent
Responsible to:	Headteacher

Role Overview:

Under the direction of the Headteacher and SLT (Senior Leadership Team) you will be responsible for the cleaning, maintenance and security of the school premises and site, ensuring a safe environment for all pupils, staff and visitors.

Key Areas of Responsibility:

- To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the school premises. Ensuring that buildings and the school site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- To report trespass, theft or unauthorised parking of vehicles to the appropriate person/s.
- To undertake cleaning duties including daily hoovering and surface cleans, cleaning toilets, washing sinks, cleaning glass, washing hard floors, cleaning and polishing hall floor weekly.
- Undertake regular maintenance and minor repairs where appropriate, health and safety checks of buildings, grounds, toilet areas, fixtures and fittings, furniture and equipment (including compliance with fire safety regulations). Taking remedial action where hazards are identified and reporting serious hazards to senior leadership immediately.
- To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the appropriate person and to ensure the satisfactory maintenance and repair of equipment throughout the school site.
- Drawing the attention to the Headteacher, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the post holder by organising the appropriate work needed, specialist testing and inspections with outside contractors.
- Act as school contact in relation to premises related contractors and oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.

- Operate and regularly check systems such as heating, cooling, lighting and security. Monitoring usage and promoting energy conservation in the school, including the keeping of records of consumption and the identification of trends.
- Keep site looking clear and tidy including brushing paths regularly (twice weekly) and trimming shrubs monthly.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Supervise and undertake specialised cleaning programmes, services, maintenance and repairs during school closures or other designated periods out of term time.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Preparing for daytime, evening and weekend activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish.
- Emptying of litter and recycling bins, disposal of all rubbish and cleanliness of dustbin areas.
- Replenishment of soap, cleaning materials, toilet rolls and hand towels by monitoring the school's stock levels. Complete the ordering of supplies by following the correct purchasing procedures, set by the Trust and the Headteacher.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Any other duties identified by the Headteacher in line with the role.