**Job Description – Site Officer**

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| Job title | **Site Officer** |
| Grade | **GR3 (shifts) (points 9-22)** |
| Responsible to | **Estates and Facilities Business Partner / Senior Site Manager** |
| Responsible for | **Providing a safe environment to enable effective teaching and learning and the well-being of students ,staff and visitors** |
| Effective from |  |

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| **SUMMIT LEARNING TRUST Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**Job Purpose:**

To undertake the caretaking, cleaning health and safety and site maintenance routines, including the responding to emergencies and maintaining the security of the site as directed by the Estates and FacilitiesBusiness Partner/Senior Site Manager.

**Key Responsibilities:**

* Opening up and locking down of the site and the security of buildings and grounds
* Responsible for the general upkeep and maintenance of plant, equipment, buildings and grounds
* Responsible for general caretaking and undertaking portering duties including setting up for exams and special events and setting down
* Responsible for assisting with emergencies that may arise on the site and premises
* Liaising with contractors on site as requested by the Senior Site Manager and Estates and Facilities Co-Ordinator
* Be welcoming, respond to and assist with enquiries from visitors, suppliers, students and staff
* Supporting the Estates and Facilities Business Partner and Senior Site Manager in the execution of duties relating to the health and safety of all students, staff and visitors on site
* Undertaking any other internal or external maintenance works as directed by the Senior Site Manager
* Be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
* Be responsible for Health and Safety within areas of own responsibility as laid out in the Health and Safety Policy
* To promote and comply with equality of opportunity as laid out in the Equality & Diversity Policy

**General responsibilities and duties:**

**Security:**

* Carry out security procedures for the school buildings and grounds including setting of intruder alarms, unlocking and locking
* Be a key holder
* Undertake opening and closing checks to ensure the site is safe, clean and able to open and secure when closed.
* Routine and non-routine opening and closing and security of premises and grounds
* Take action to prevent trespass on the premises
* Ensure unauthorised parking of vehicles does not occur
* Act as a nominated key holder and respond appropriately to alarm company, police call-outs and other emergencies outside of normal working hours
* Appropriate use of CCTV as directed
* Setting of intruder alarms

**Cleaning:**

* Carry out agreed cleaning duties including spillages etc.
* Ensure site is free from graffiti or any other unauthorised images, logos, artwork etc.

**Maintenance:**

* Be responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond own competence
* Report damage as appropriate
* Undertake repairs and maintenance as directed and appropriate to qualifications and experience
* Ensure that the buildings fabric and services are maintained in accordance with the planned maintenance schedule and that the asset register is maintained
* Maintain records of servicing, maintenance and PPM activity
* Ensure all waste is disposed of promptly and in accordance with legislation
* Use and action requests raised on the Estates help desk
* Direct contractors to sites for repair and maintenance work
* Inspect work of contractors where satisfaction note is required
* Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water is available
* Carry out frost precaution procedures and procedures in event of fire, flood, breaking and entering, accident or major damages
* Provide emergency access in the event of snow or minor flooding and in other similar emergency situations
* Ensure playing areas and paths are free from litter
* Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages as necessary
* Ensure that caretaking and cleaning equipment is in a safe and working condition
* Ensure that all plant and equipment are available and working effectively.

**Health and Safety:**

* Act upon any health and safety concerns including the removal of hazards
* Undertake routine checks and inspections as directed
* Ensure compliance with health and safety legislation and guidance as directed, to include routine checks on the fire protection systems, water flushing and temperature monitoring and others as directed by the Senior Site Manager
* Advise Senior Managers of any risks or hazards
* Provide safe access during periods of inclement weather and emergency situations – including gritting access routes as directed
* Manage and supervise contractors while working on site to ensure a safe working environment
* Ensure contractors are advised of emergency procedures and are given access to the Asbestos register
* Ensure the safeguarding of students from any estates related activities.
* Fully understand and be able to use the fire alarm system and undertake duties in the event of a fire activation.

**Porterage Duties:**

* Receive delivery of stock, materials etc., ensuring appropriate storage and distribution to designated areas
* Move resources, equipment and furniture as required
* Set up and prepare for examinations and events as required and set down when finished.

**Lettings:**

* Preparing for after-school activities and ensure accommodation is prepared for normal school use
* Provide assistance to external hires and ensure external lettings operate within the lettings agreement and report any concerns.

**Other:**

* Assist in the set-up of events, parent’s evenings and Assemblies etc.
* Litter picking and grounds work
* Assist the Senior Site Manager in undertaking risk assessments
* Check fire alarm systems and activations
* Any other duties as deemed necessary by the Principal or Senior Leadership Team.
* Support other Summit Learning Trust academies as directed
* Comply with all Trust policies and procedures.

**To undertake any other tasks as directed by the Estates & Facilities Business Partner or Principal, which are commensurate with the level of this role.**

**These job description summaries only the broad areas of responsibility currently identified. It is essential that the successful candidate approaches the role with an enthusiasm to develop it to match the needs of the Academies, their students and staff, and the Trust.**

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| Job description issued by the Estates and Facilities Director: |  |
| Copy received by: |  |
| Date: |  |

**Person Specification**

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|  | | **Essential** | **Desirable** |
| **Qualifications and training** | | Willingness to undertake further training as appropriate | GCSE’s, including Maths and English at level 4 or above or equivalent qualifications |
| **Relevant experience** | | Experience in caretaking and cleaning work  Knowledge of maintenance and cleaning techniques  Awareness and understanding of guidelines e.g. H&S and COSHH guidelines | Experience of working within an educational setting |
| **Skills and abilities** | | Good literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions  Good numeracy skills to check goods, carry out stock control and undertake calculations  Ability to carry out procedures, routines and follow instructions  Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance  Understand basic administrative systems (e.g. lettings, ordering etc.)  Ability to take initiative where necessary  Ability to solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc.)  Ability to undertake general repairs and maintenance  Ability to work as part of a team  Good work organisation |  |
| **Other** | Ability to undertake manual work and perform tasks as included in job description  Willingness to wear PPE |  |
| **Special Requirements** | Enhanced DBS clearance  This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.  To, at all times, accept responsibility for safeguarding and promoting the welfare of children.  Compliance with all School and  Trust policies |  |