

JOB DESCRIPTION

SITE OFFICER

The purpose of the post:

To make a major contribution to the management of the school site and buildings and to manage and develop those physical resources which support the staff employed at the site and which then enable them to provide a high quality education in line with the aims and objectives of the Trust

Main responsibilities

Security & access

- Acting as a keyholder and taking responsibility for ensuring the school building and contents are secured
- Provision of access to the building and grounds to authorised persons at all reasonable times, (including access reasonably required outside normal hours of opening and emergency access), and dealing with unauthorised access, with police assistance if necessary.
- In conjunction with the Senior Management, plan and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism
- Unlocking of gates and entrance doors and checking as far as possible that the grounds and premises have not been disturbed. Switching on of lights and opening of windows as might be required
- At the end of the day - walking around premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates

Maintenance and monitoring

- Member of site management committee and meeting with the Head once a half- term to plan maintenance and update annual school opening timetable, and maintaining regular contact with school staff.
- Maintaining constant awareness of the physical condition of the grounds, buildings, furniture and taking appropriate steps to ensure maintenance and repairs are actioned where necessary.
- Carry out maintenance and repairs to buildings, property, fixtures, fittings and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified) and where time allows.
- Drawing the attention of the Head by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of staff
- Planning the work allocation of contractors to meet the requirements of the school (including ensuring any contractors have access to the site, are directed to areas requiring repair & carry out maintenance or repairs to the required standard) and inspecting work where there is a requirement to sign a satisfaction note.
- Replacement and replenishment of consumables including light bulbs, fluorescent tubes, toilet supplies and similar.

- Carrying out routine procedures and inspection of ancillary equipment e.g. pumps batteries, window blinds etc.
- Ensuring all drains and gullies are free-flowing and clean. Clearing blockages where these occur
- Ensuring all caretaking equipment is in a safe and working condition
- Ensuring the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
- Preparing for school and after-school activities, providing suitable space for community and club use and cleaning up after activities within working hours before 9pm Monday to Thursday. Any hire use which involves site officer time from Friday evening to Sunday will be overtime.
- Dispatch of goods from the school, including where directed preparing goods for dispatch.
- Porterage duties as required and the laying out of furniture and other as directed
- Ensuring all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish

Health and Safety

- Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations
- Member of Health and Safety Committee

Cleaning

- Where applicable carrying out some cleaning work, generally using machinery, as allocated. During school holidays, cleaning work will include any special tasks that become necessary, including the use of step-ladders and other non-routine cleaning.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick etc.
- Cleaning up after community use or other after-school activities within working hours before 9pm Monday to Thursday.