

Ladybridge High School

Job Description



Job Title	SITE OFFICER
Grade	Grade D SCP 6-11 (on a rotating shift system)
Primary Purpose of Job	<p>To provide a safe, secure and maintained environment within the school buildings and grounds in order to comply with all legal requirements in relation to health, safety and the environment and to enhance the school's reputation.</p> <p>The post holder will be required to maintain and use specialist and complex equipment, check for the quality and safety of tools etc and undertake specialist repairs and modifications under their own capabilities.</p>
Responsible to	Site Manager

MAIN DUTIES
1. Organisation
<ul style="list-style-type: none">• To carry out routine maintenance and basic repairs, providing specialist guidance within own capabilities.
<ul style="list-style-type: none">• To monitor the work of contractors on site.
<ul style="list-style-type: none">• Security of the school buildings, leisure centre, farm and grounds.
<ul style="list-style-type: none">• General maintenance of the school premises, internal fixtures, fittings and furniture
<ul style="list-style-type: none">• To report any safety hazards or unsafe practices around school.
<ul style="list-style-type: none">• To open and close the school buildings at times determined by the Governing Board ensuring that the fire and intruder alarm system are fully operational.
<ul style="list-style-type: none">• To act as a principal key holder, in the case of emergency take appropriate remedial action and contact emergency services if appropriate and the Facilities Manager or a senior member of staff whilst following agreed procedures.
<ul style="list-style-type: none">• To monitor the standard of work of contractors who provide services to the school.
<ul style="list-style-type: none">• To follow and effect the agreed plan of preventative maintenance as discussed with the Site Manager and Facilities Manager.
<ul style="list-style-type: none">• To support the Site Manager in the planning, development and organisation of systems, initiatives, procedures and policies.
<ul style="list-style-type: none">• To undertake general routine repairs, alterations, painting, grounds maintenance, repairs and maintenance of buildings, fixtures, fittings and furniture responding to staff in a speedy and efficient manner and undertaking duties within own capabilities/trade i.e. decorating, repairs and maintenance, plumbing, joinery and

building work.
<ul style="list-style-type: none"> • To report any requirements for repairs, alterations and maintenance to the Site Manager.
<ul style="list-style-type: none"> • Deal with any site incident in the case of emergency, defined as follows; <ul style="list-style-type: none"> ○ A defect which puts at risk the safety of the building, its occupants, or members of the public. ○ Any defect which is not attended to immediately will threaten the fabric of the building resulting in a material repair cost e.g., roof leaks, burst pipes. ○ Any defect which affects the security of the premises e.g., broken windows/skylights or damaged external doors. ○ Any defect which prevents the opening of the school building e.g., boiler failure in winter, power failure.
<ul style="list-style-type: none"> • To ensure the efficient and optimum operation of the school's heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by the appropriate engineers as required.
<ul style="list-style-type: none"> • To check and promote best practice in energy conservation in the use of heating, lighting, water usage throughout all school buildings.
<ul style="list-style-type: none"> • Cleaning duties including litter, spot and emergency cleaning which is necessary to maintain hygienic standards and ensure general tidiness of the whole school site.
<ul style="list-style-type: none"> • Maintain an inventory and, in conjunction with Site Manager, ensure sufficient stocks of essential janitorial materials are maintained e.g. soap, paper towels, toilet rolls, light bulbs etc.
<ul style="list-style-type: none"> • Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary.
<ul style="list-style-type: none"> • Porterage and messenger duties both within and outside school premises including receiving and distributing deliveries.
<ul style="list-style-type: none"> • Movement of furniture and equipment around school.
<ul style="list-style-type: none"> • To ensure that learner and staff toilets are inspected at least daily to maintain high standards of cleanliness and service with an adequate supply of soap, towels and toilet rolls.
<ul style="list-style-type: none"> • Removal of debris and leaves from traps, downspouts, waste pipes etc. and ensuring that drains and manholes are clean and operational.
<ul style="list-style-type: none"> • To ensure that waste pipes to all lavatory basins and sinks are cleared and clean.
<ul style="list-style-type: none"> • To ensure site safety in times of bad weather or emergency.
<ul style="list-style-type: none"> • To undertake grounds maintenance across the site working to an agreed annual plan as required by the Site Manager. This may include the use and maintenance of complex machinery i.e. grounds equipment as and when required.
<ul style="list-style-type: none"> • To monitor the use of electricity, gas and water consumed and to ensure that any equipment connected to these services is left in a safe condition at the end of the day and during holiday periods.
<ul style="list-style-type: none"> • To ensure the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops to comply with laid down COSHH procedures.
<ul style="list-style-type: none"> • To check fire equipment and test fire alarm on a weekly basis and take part in fire drills.
<ul style="list-style-type: none"> • To assist in promoting safe working practices within school and to report any issues

<ul style="list-style-type: none"> To prepare and maintain appropriate records including orders and invoices, vandal reports, incidents, equipment services and inventories.
<ul style="list-style-type: none"> To coordinate and participate in setting up areas used for events and functions which may include exams, parents evenings, open evenings, assemblies, drama, sports and music productions, conferences, governors' meetings and any other school requirements.
<ul style="list-style-type: none"> To attend school events as required by the Headteacher
At Regular Intervals <ul style="list-style-type: none"> ✓ Check all fire equipment in school is maintained in operational condition (weekly) ✓ Clean all windows / glass surfaces ✓ Sweep and clear car park areas to ensure they are always kept free from glass, leaves, and any other debris ✓ Clear litter or debris from all school grounds (daily) ✓ Remove graffiti whenever it appears (immediately) ✓ Clean light fittings/shades
<ul style="list-style-type: none"> To work with Ladybridge learners on specific projects.
<ul style="list-style-type: none"> To drive the school minibuses as and when required.
<ul style="list-style-type: none"> To assist with farm duties as required by the Facilities Manager or Site Manager at busy times or to cover staff absence. This will include feeding and watering of the livestock, cleaning out the animals' enclosures and preparing the facilities for educational or community use. To work weekends as part of normal contracted hours in order to maintain feeding and watering of livestock, if required.

The post-holder will have knowledge and skills relating to buildings maintenance and health and safety requirements in public buildings. Commitment and attention to detail are required in order to maintain high standards of cleanliness in a busy and crowded environment. Positive and supportive relationships with staff and children will help make this challenging post rewarding and enjoyable.

Specific Work Related Circumstances

The post-holder will be expected to work on a rotational shift system to meet the needs of the school. There is a requirement to work shifts which cover early mornings, daytime, evenings and weekends. In order to carry out these responsibilities the job holder will be on site throughout term time and holidays must be taken during school holidays in the main.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Version Control	
Job Description updated by:	Gaynor Chesterfield
Job Description updated:	November 2021

Person Specification



Job Details	
School Name	Ladybridge High School
Job Title	Site Officer
Grade	Grade D

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Skills and Knowledge	
1. Able to work on own initiative as well as a member of a team	Application Form/Interview
2. Conscientious attitude towards work duties	Application Form/Interview
3. Adaptable and self-motivated	Application Form/Interview
4. Sufficiently literate and numerate to cope with routine job documentation	Application Form/Interview
5. Ability to accept and understand verbal and written communication	Application Form/Interview
6. Friendly and pleasant manner and an ability to relate well to young people and adults	Interview
7. Awareness of Health & Safety Issues	Application Form/Interview
8. The ability to prioritise and schedule workload	Application Form/Interview
9. A flexible approach to maintenance and cleaning type tasks	Application Form/Interview
10. Ability to carry out minor repairs to the fabric and fittings of the school and its buildings	Application Form/Interview
11. Building trade experience in a specific area	Application Form/Interview
Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Personal Qualities and Beliefs		
1.	Values diversity	Application Form/Interview
2.	Alignment with Ladybridge beliefs and mission	Application Form/Interview
3.	Optimistic outlook – a belief that the work we do makes a difference to others	Application Form/Interview
4.	Honest, reliable, open minded, modest and full of integrity	Application Form/Interview
5.	Models Ladybridge WISDOM qualities of Respect, Commitment, Curiosity, Kindness, Teamwork and	Application Form/Interview
6.	Resilience	Application Form/Interview
7.	Excellent time management skills	Application Form/Interview
8.	Good attendance and punctuality	Application Form/Interview
Experience/Qualifications/Training etc		
1.	Experience of working in a school or public environment	Application Form/Interview
2.	Willingness to work with young people.	Application Form/Interview
3.	Willingness to participate in relevant training and development opportunities	Application Form/Interview
4.	First Aid Certificate or a willingness to undertake training	Application Form/Interview
5.	Full clean driving licence and willing to drive school vehicles	Application Form/Interview
Work Related Circumstances		
1.	High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background	Application Form/Interview
2.	Demonstrate and promote positive values, attitudes and behaviour to learners	Application Form/Interview
3.	Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	Application Form/Interview
4.	Willingness to work evenings and weekends, and additional hours if required	Application Form/Interview
5.	Ability to cope with physical demands of the job e.g. lifting, carrying	Application Form/Interview
6.	Able to work in a busy school environment and relate effectively with young people and adults	Application Form/Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
Skills and Knowledge		
1.	Relating to the Health and Safety at Work Act	Application Form/Interview
2.	Relating to Fire Precautions, Regulations and appropriate safety procedures	Application Form/Interview
3.	Experience of a similar role in a school environment or other large organisation	Application Form/Interview
4.	Trade experience in a specific area	Application Form/Interview
5.	Evidence of practical application of painting and decorating/plumbing/electrical/joinery/building skills in a working environment	Application Form/Interview
Note to Applicants: Please try to show in your application form, how best you meet these requirements		

Date Person Specification updated	November 2021
Person Specification prepared by	Gaynor Chesterfield

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service