

<b>Directorate:</b>	Children's Services	<b>Section:</b>	Willow Tree Primary School
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## Job details

<b>Job title:</b>	Site Officer
<b>Grade:</b>	Grade 2A
<b>Hours of duty:</b>	36 hours per week (split duty) hours to be arranged.
<b>Primary purpose of the job:</b>	<p>To provide a comprehensive site management service within the school to include security, cleaning, minor maintenance and repairs and monitoring of the fabric of the building.</p> <p><b>Safeguarding</b> The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p>

## Main Duties and Responsibilities/Accountabilities:

1. To open and close school on a daily basis and to act as key holder and respond to call-outs as necessary.
2. To clean areas of the school on a daily basis as and when needed i.e. school hall, classrooms, etc.
3. To ensure proper use of premises and resources by occupants of the building.
4. To conduct weekly fire alarm, water checks and safety equipment checks reporting any faults and taking all sensible precautions against risk of fire.
5. To check all security, alarm and surveillance equipment, resetting alarms as determined by the Headteacher and reporting faults to alarm companies.
6. To prepare, supervise and contribute to the annual cleaning programme, to cover the whole of the school and its contents as necessary.
7. To ensure that all areas within the site boundary, i.e. playground, toilets, paths, car park, pond etc are kept clean, tidy and free from rubbish and litter.
8. To ensure safe disposal of rubbish and waste material.
9. Check milk numbers half termly and deliver milk to all classes daily.
10. Make sure the gates are opened and locked at appropriate times.
11. Check all playgrounds each morning for litter e.g. glass bottles etc.
12. All toilets to be checked frequently and cleaned and replenished, ie Check that paper towels/soap/toilet rolls are replenished daily.
13. To prepare and tidy rooms/hall which are used for after school hours.
14. Portering duties.
15. Order stock as and when needed.
16. Boiler room to be kept clean at all times.
17. Windows throughout the building to be kept clean.
18. To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
19. Supervise bin collection ensuring security of children in the playground.
20. Manage all site tools and equipment
21. To clean areas soiled by pupils.
22. To change locks (of same type) and get keys cut when required by the Headteacher.
23. Caretaker's room to be kept clean and tidy.

24. To undertake responsibility for and monitoring the work of the cleaners employed by Citywide or other cleaning contractors as follows:-
  - (i) Check the arrival of staff
  - (ii) Report absences as soon as possible to the Business Manager
  - (iii) Issue cleaning materials and equipment
  - (iv) Dispose of out of use faulty equipment
  - (v) Carry out minor repairs as allowed under Health and Safety.
  - (vi) Report major faults to the Business Manager
  - (vii) Ensure acceptable standards of cleaning
  - (viii) Report problems to the Area Supervisor via the Business Manager.
25. To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection.
26. All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher as follows:-
  - (i) Undertaking day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork
  - (ii) Painting and decorating of doors, windows, classrooms, woodwork etc
  - (iii) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations
  - (iv) Stripping and resealing of floors as and when necessary
  - (v) Repairing any damaged caused by vandalism as far as possible
  - (vi) Undertaking minor alteration/improvements which do not affect the structure of the building, e.g. putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails and hanging curtains etc.
27. Monitoring the effective and efficient use of water, heating and lighting.
28. Ensuring that rock salt is used in appropriate areas during adverse weather conditions.
29. Changing light bulbs, fuses, plugs, tap washers etc as necessary.
30. Ensure that clocks are accurate and wound-up, batteries replaced etc.
31. To undertake all duties in a courteous professional manner.
32. To undertake such additional duties as are reasonably commensurate with the level of this post.
34. To contribute and demonstrate a commitment to the Salford City Council's Crime and Disorder Reduction Strategy.

**The postholder must carry out their duties with full regard to the Salford City Council's Equal Opportunities, Health and Safety and Community Strategy policies.**

### **Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised: September 2024**

**Prepared/revised by: Elaine Patton**

**Agreed job description signed by holder: Ros Munro**