



The Bishop Wand Church of England School

Position	Site Officer
Reports To	Site Manager

Job Profile

Job Purpose
<p>To provide a security and caretaking service to the School to minimise risks to the health and safety of those using the School site and to limit the possibility of damage to the School premises, and loss of property through theft outside normal school hours.</p> <p>To actively contribute to the maintenance of the School site and associated assets to ensure a clean, safe and well-presented environment at all times for staff, students and visitors to the School.</p>

Key Responsibilities	
1.0	Site Maintenance
<p>Operate heating plant to maintain required temperatures, ensuring, where appropriate, that adequate supplies of fuel are available. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.</p> <p>Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.</p> <p>Advise the Site Manager/Assistant Business Manager of any repairs requiring the attention of the Site Team or of outside contractors.</p> <p>To receive contractors to the site, ensuring that safeguarding and health and safety induction procedures are adhered to, explain the nature of the repairs, and inspect on completion.</p> <p>To ensure that there is an adequate stock of cleaning materials and sundry items, reporting to the Site Manager with regard to any consumables to be ordered.</p> <p>Inspect the site and report to the Site Manager on the need for repair and maintenance work. Undertake Emergency and first line repairs within capability.</p> <p>Undertake the cleaning of outside hard areas e.g. Litter clearance, leaf sweeping and other general ground maintenance responsibilities as directed by the Site Manager.</p> <p>To undertake duties in connection with energy conservation e.g. Meter reading and assisting in monitoring the use of energy.</p>	

<p>To undertake general and emergency cleaning as required.</p> <p>To ensure that the specialist flooring in the main school hall, gymnasium and other areas of the School are regularly cleaned and maintained as directed.</p> <p>Undertake general maintenance and repair duties, including internal and external redecorations as directed by the Business Manager/Assistant Business Manager.</p>	
2.0	Security
<p>Ensure that buildings are locked and unlocked at appropriate times, setting and turning off alarm systems. Where appropriate, secure access to the School grounds to prevent trespass and the parking of unauthorised vehicles within the premises.</p> <p>Carry out regular checks to the security and fire alarm systems and arrange for these to be serviced in accordance with statutory requirements and good practice.</p> <p>Monitor all contractors on site, ensuring that they are aware of relevant health and safety measures in force in the School.</p> <p>In case of emergency, contact the appropriate emergency service(s) and provide them with access to the site.</p> <p>Respond to out of hours emergency call-outs as necessary in order to provide effective security arrangements.</p>	
3.0	Safety
<p>Maintain equipment in a safe working condition and carry out mechanical repairs as necessary.</p> <p>To contribute to the maintenance of the School swimming pool ensuring that the water quality is suitable for swimming and that heating and filter equipment is in working order. Remove debris from the pool on a daily basis. Ensure that chemical supplies are maintained.</p> <p>To carry out periodic audits and inspections, as they relate to building facilities, to ensure statutory compliance e.g. legionella water testing, emergency light testing.</p> <p>Provide safe access to buildings and classroom in the event of snow, minor floods and similar emergency situations.</p> <p>Monitor standards of cleaning provided by contract cleaning staff and report shortcomings to Site Manager/Business Manager/Assistant Business Manager or Client Cleaning Manager as directed.</p> <p>Collect and dispose of refuse across the School site. Ensure that waste is disposed of in the appropriate trade waste bins and that confidential waste is stored securely for collection by the designated contractor.</p> <p>Carry out routine checks on firefighting equipment and ancillary equipment e.g. automatic pumps, maintenance of batteries etc.</p> <p>Undertake portable appliance testing in accordance with the School testing schedule.</p> <p>Ensure that adequate supplies of personal hygiene products are available across the School site.</p>	
4.0	School Lettings
<p>Receive enquiries on behalf of the Site Manager relating to the letting of the School buildings and site during the school day, evenings and weekends.</p>	

Participate in the security arrangements for unlocking and locking the School in relation to confirmed lettings at evenings and weekends.

Ensure that the area subject to the letting is organised and equipped in accordance with the hirer's reasonable instruction.

5.0

Other

To undertake portage duties, ensuring that goods received into School are delivered appropriately and that any requests from staff colleagues for portage are responded to promptly.

To ensure that furniture is installed/set up as appropriate and relocated as requested. This responsibility includes the daily layout of chairs for assemblies.

To ensure that designated areas of the School are set up for school meetings and performances, assemblies, examinations and external lettings as directed by the Site Manager/Business Manager/Assistant Business Manager.

To undertake any other tasks or duties as may be reasonably required in accordance with the responsibility level of this position.

To be willing to attend courses, take qualifications and undertake any training as appropriate to the role such as Pool Plant, PAT Testing , Asbestos Awareness.

To ensure compliance with all school policies and procedures and continually support and promote the ethos of the School.

Revision Date: September 2021

Person Specification

Specification	Desirable	Essential
Education and Training	Qualifications in Pool Plant, PAT Testing or other such relevant qualification.	GCSE (or equivalent) at Grade C or above in English and Maths
Knowledge and Experience	Previous similar role in a large educational or commercial setting.	
Abilities and Skills	Ability to analyse tasks and how they may be best achieved.	Ability to plan and priorities a range of regular and irregular tasks
	High level of general Building maintenance skills.	Ability to relate in a friendly but firm way with a wide range of personalities
		Ability to work effectively both as part of a team, and be able to lone work.

	Enjoys varied work	Outstanding attention to detail.
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