

CAMBRIDGE PRIMARY EDUCATION TRUST

JOB DESCRIPTION



Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment is subject to an Enhanced DBS check, references and any overseas checks.

JOB TITLE:	Site Officer
RESPONSIBLE TO:	Headteacher at Histon and Impington Infant School
SALARY:	Points 2 -11 (£18,198 - £21,748 per annum)
HOURS:	37.5 hours per week, 52-week contract (Hours of work may be extended due to lettings and other opportunities)

This role will be based at Histon & Impington Infant School site but may also involve some duties at other schools in the Trust, where appropriate.

Children and Vulnerable Adults

- ♦ Ensure that your relationship with users of the School, and in particular children and/or vulnerable adults, is maintained at a level which will not undermine their personal safety or moral integrity.

Building and Equipment

- ♦ Maintain constant awareness of the physical condition of buildings furniture and equipment and taking appropriate steps to ensure these are properly maintained.
- ♦ Ensure that equipment and materials in your care are properly, and safely, used and stored.
- ♦ Maintain proper stock levels of equipment and materials. Order and take delivery of these as necessary.
- ♦ Porterage duties as required including moving, laying out and stacking chairs, desks and tables as required.
- ♦ Replenish soap, hand sanitiser, toilet rolls and towels as required.
- ♦ You will be a nominated key holder who will be required to unlock and lock the school premises at designated times and for any out of school activities. As a key holder, you may also be called upon to attend the school site in the case of an emergency e.g. fire alarm activation.
- ♦ When opening the school, unlock gates and doors. De-activate the security alarm, if fitted. Make sure that the school remains secure until normal school working hours.
- ♦ At close of day, close and secure windows, turn off appliances (e.g. heaters, taps, lights etc) as necessary. Lock doors and gates and activate any security equipment.
- ♦ Take responsibility to ensure that only authorised personnel are on the school site and where appropriate these are fully recorded in either the contractors or visitors' book.

Maintenance

- ♦ Carry out basic repairs to property, fixtures fittings and equipment which are within the competency of an unskilled handyman.
- ♦ Report to the proper authorities, via the Headteacher, any repairs or maintenance work which is beyond the competency of an unskilled handyman and obtain quotations for works where necessary.
- ♦ Direct maintenance contractors to the sites where work is to be carried out. Inspect their work as appropriate and sign any satisfaction notes where suitable.
- ♦ Replace light bulbs and tubes.
- ♦ Carry out routine procedures and inspection of ancillary equipment and ensure all drains and gullies are clean and free-flowing. Clear blockages where they occur.

Heating and hot water systems

- ♦ Operate heating plant to ensure required building temperatures are maintained and an adequate supply of hot water is available.
- ♦ Carry out frost protection procedures.
- ♦ Monitor building heating performance and adjust parameters using Building Management System (BMS) where appropriate.

Outside Areas

- ♦ Ensure that all hard areas and paths are free from litter and excessive accumulation of dirt, debris or rubbish. Clear pathways of snow/ice in extreme weather and grit appropriate pathways when necessary.
- ♦ Empty litter baskets or bins.
- ♦ Ensure all rubbish is disposed of by duly authorised agencies,
- ♦ Keep dustbin areas clear and clean.
- ♦ COVID-19 – additional duties may be required including marking access ways and social distancing signs.

Emergency Procedures

- ♦ Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- ♦ Carry out necessary procedures in the event of a fire, flood, break-in, accident or major damage.
- ♦ Undertake emergency cleaning in the absence of cleaning staff during working hours, such as paint spillage, children sickness, etc.
- ♦ Undertake weekly testing of fire safety equipment including sprinkler and alarm system.

Health and Safety

- ♦ Comply with health and safety legislation, policy and procedures in relation to the job, tasks and responsibilities ensuring you do not put yourself or others at risk.
- ♦ Follow manufacturer's or other authorised office's instructions in the use and maintenance of equipment.

- ♦ When using cleaning or other potentially hazardous materials, comply with COSHH regulations.
- ♦ Do not undertake work which is beyond the ability of an unskilled handyman.
- ♦ Site Officer activities are limited to situations where safe access can be obtained.

Environment

- ♦ Monitor energy consumption including keeping regular meter reading records and identify trends where energy usage may be conserved.
- ♦ Take steps to reduce energy consumption and in conjunction with the Area Manager or School Lead promote awareness amongst the staff of energy conservation.
- ♦ Familiarise yourself with the operation of the BMS system which controls the M&EE for heating and lighting within the school and optimise energy conservation wherever possible.
- ♦ When disposing of rubbish, take advantage where possible of environment friendly processes such as recycling.

Supervision

- ♦ Where applicable, and in co-ordination with the Cleaning Contractor Services Manager, supervise the work of other staff on site, such as cleaners.
- ♦ In accordance with the terms of the contract between the cleaning contractors and the school sites, ensure that the cleaning of the school premises and furnishings are cleaned to an acceptable standard.
- ♦ Plan work allocation, subject to standing requirements and the needs of the Headteacher.
- ♦ Give instructions to supervised staff in all aspects of their work.
- ♦ Undertake necessary paperwork, such as timesheets.
- ♦ Maintain a good working atmosphere, encouraging team spirit and ensuring good timekeeping.
- ♦ Ensure that the holiday cleaning (normally a minimum of two weeks per person per year) is properly planned, notified, supervised and recorded.

Non-standard Working

- ♦ Prepare the premises for lettings and community use and other after school activities including clubs and wrap-around care.
- ♦ Clear and clean after these activities, as appropriate.
- ♦ Site Officer services after school and at weekends may be required. Payment for such duties will be at the appropriate rate.
- ♦ Duties extend into school holiday periods. Basic duties continue as well as a requirement for other maintenance and/or refurbishment tasks to be undertaken or managed as required.

Cleaning Duties

- ♦ In addition to the supervision of contract and in-house cleaners, the site officer will be expected to clean specified areas such as the Main and Small Halls on a regular basis.
- ♦ COVID-19 – additional duties may be required to ensure key areas of the school site are regularly cleaned/sanitised during the day.

Record Keeping/Meeting Attendance

- ♦ Maintain clear and thorough records of inspections, annual services etc and use computer software system (EVERY) to amend and update records.
- ♦ Use EVERY to ensure all up and coming maintenance has been booked in with the required contractors.
- ♦ Monitor and follow up on any outstanding activities on EVERY, liaising with the Area Manager as appropriate.
- ♦ Attend monthly meeting with the Area Manager plus termly Property and Health & Safety meetings and any other meetings, as necessary.

Training

- ♦ You must undergo any training as required.

The role also includes any other additional duties, as required.