

## Job Description – Site Technician

### Job purpose

The post holder will work a basic 30 hour week and will be responsible to the Responsible Property Officer for the security of the premises and its contents; compliance with legal regulations, building codes and approved codes of practice; operation of fire and burglar alarms; operation and suitability of lighting and heating; ensuring the effective cleaning of the premises; the maintenance and operation of plant; portage; semi-skilled \*maintenance duties; management of lettings and other duties arising from the use of the premises; management of contractors.

*\*Maintenance duties include basic repairs, painting and decorating, minor plumbing works, improvement and refurbishments where the specific skills of a skilled craftsman are not required.*

The post holder will work the hours to be agreed with the Responsible Property Officer.

### Specific responsibilities

#### Security

- Operate the alarm system and undertake emergency contact responsibilities as appropriate.
- Be responsible for the security of the school site. Report all security breaches, or potential breaches to the Responsible Property Officer, the Headteacher and Trust Director of Estates.
- Carry out planned or reactive security duties as required.

#### People and resource management

- Work proactively with the Responsible Property Officer to ensure operational continuity at all times.
- Maintain the appropriate timesheets/holiday records etc. and ensure that accurate and timely information is passed to the Finance/Personnel team for processing.
- Where changes in shift patterns are required to avoid additional hours being worked, the post holder change his/her shift patterns to meet the needs of the Academy providing always that suitable and sufficient notice of changes to shift patterns is provided.
- Attend to the requirements of hirers of school premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement.
- Monitor the use of energy and water resources in the school, recording meter readings at specified intervals and submitting readings to the Trust Director of Estates at specified intervals.
- Support with the repair and maintenance of furniture and fittings.
- Set out furniture as required.

- Portage duties – ensure goods inwards are removed from the reception area promptly to a secure location as advised by office staff.
- Contribute towards the development of a site maintenance plan and work with the Responsible Property Officer and the Trust Director of Estates to ensure its implementation.
- Participate in the Support Staff Performance Management Review cycle.
- Ensure that at all times buildings are operated effectively and efficiently, minimising the use of natural resources including water and energy.
- Manage contractors.
- Work the shifts and hours required by the academy to provide a full range of site services including the provision of all or parts of the academy site in relation to lettings and extra-curricular events.
- From time to time, deputise for the Responsible Property Officer in his/her absence, deferring always to the school management in respect of expenditure or any issue that may arise affecting the operational continuity or security of the Academy.

#### **Health and safety/risk and disaster management**

- Work with the Responsible Property Officer, The Headteacher and the Trust Director of Estates to ensure that the school remains compliant at all times and submit reports as and when required to verify compliance.
- Carry out weekly flushing of water appliances and assets and record in the Legionella logbook or other recording system that may be implemented.
- Carry out fire safety checks contained in the Fire Risk Assessment and record such checks in the logbook, taking any remedial action necessary.
- Ensure all exterior hard surfaces including artificial/turfed areas are kept in a clean and tidy condition including ensuring the litter bins are emptied daily.
- Know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Support the review and implementation of health and safety policies and procedures within the school.
- Take reasonable care for the health and safety of him/herself and of any other person who may be affected by his/her activities and, where appropriate, safeguard the health and safety of all persons under his/her control and guidance in accordance with Health and Safety legislation.
- Ensure the display of hazard warning notices throughout the school, e.g. Fire Escape, Caution: Hot Water etc.
- Maintain all premises-related health and safety documents and records as required.
- Ensure that the Trust's rules and procedures regarding the management of contractors are adhered to at all times with particular emphasis on safeguarding, risk assessments, method statements and toolbox talks.

#### **Site and buildings**

- Carry out cleaning duties as directed by the Responsible Property Officer in conjunction with the Cleaner in Charge.

- Undertake a range of semi-skilled maintenance duties, e.g. painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.
- Ensure the provision of heating within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary. Attend the premises during the winter months during periods of school closure to monitor the heating system in order to maintain a suitable temperature so that damage does not occur, e.g. burst water pipes.
- Glazing – boarding up of damaged panes of glass to ensure safety. Call replacement glazing company and arrange replacement at earliest opportunity.
- Proactively report and address condition issues with particular emphasis on any issue that may be immediately hazardous e.g. raised carpet edges, jammed fire doors, sharp protrusions etc. making minor repairs as necessary.
- Assist with pest control measures and respond to infestations as and when they occur, calling in a specialist contractor if necessary.
- Undertake a range of ‘handy person’ duties, e.g. painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.
- Ensure the provision of heating within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary.
- Attend the premises during the winter months during periods of bad weather to clear paths and other areas to ensure the academy can open as planned wherever practically possible. Occasional overtime may be required for this duty for which an appropriate payment will be made.

### **Skills and abilities**

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Effectively work with members of the team, the Headteacher and the Trust to realise the aims of the Academy and the Trust.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Learn new skills and expand current skills and pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

### **Whole Academy responsibilities**

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **General**

- To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload.
- Although a 37-hour week is in operation, the nature of the post requires a flexible working pattern to meet the needs of the academy. The Headteacher will determine working arrangements. Working above 37 hours will attract time-off in lieu where this is agreed with the Headteacher.
- Annual leave will be taken during school holiday periods unless and until alternative arrangements are made and agreed with the Headteacher.
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

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*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*

### Person Specification

Requirements	Post holder requirements Essential (E) Desirable (D)	How this element will be verified Application (A) Interview(I) Practical Tasks (T)
<b>Education/experience</b>		
Experience in an estates and facilities management or caretaking role	E	A
Experience of working in a secondary education environment	D	A
Experience in a mechanical and/or electrical	D	A
Willing to develop a knowledge of Health and Safety procedures.	E	A / I
Previous experience of managing contractors	E	A
<b>Skills</b>		
Ability to use initiative and problem-solving skills	E	A / I
Ability to work with people to motivate, enthuse and inspire colleagues	E	I
Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop	D	A / I / T
Work proactively as a team member liaising with colleagues	E	I
Ability to carry out day-to-day practical tasks including minor reactive maintenance to the building, fixtures and fittings	E	T
Ability to carry out day-to-day cleaning tasks	D	A
Ability to liaise with members of the public using the school facilities	E	I
<b>Attributes</b>		
A flexible attitude towards the role, duties and hours	E	I
Committed to the aims of the Our Lady of Lourdes Trust	E	I
Understanding of the distinctive nature and catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I