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# Site Technician: Job Description

Diocese of Norwich Education and Academies Trust are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to** | *Line Management:* Estates Officer – DoNESC Estates Department  *Day-to-day:* Academy Headteacher and School Business Manager/Office Administrator |
| **Grade** | DNEAT Central Banding |
| **Hours** | 37 hours per week |
| **Location** | Based at the Churchside Federation (Gooderstone CofE Primary Academy and Mundford CofE Primary Academy), Dove Federation (Caston CofE Primary Academy and Parkers CofE Primary Academy) and St Peter and St Paul Carbrooke CofE Primary Academy.  You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education and Academies Trust as needed. |

# Job Purpose

The post-holder will work under the direction of the Estates Officer and Estates Department, and in accordance with the practices and procedures of the academy, to ensure that the school premises and contents are properly maintained, and ready for use as well as helping to ensure that the school is clean and tidy.

The Site Technician has responsibility, under the direction of the Estates Officer and Estates Department, for the security of the school premises. The normal hours of attendance for work will be determined by the needs of the school and undertaken with agreement of the Estates Officer and Head of Estates.

# Main Duties and Responsibilities

* To be responsible to the Estates Officer and Estates Department for the security of the academies and its contents, including the operation of fire and burglar alarms, checking and securing windows and internal doors, and undertaking key holder responsibilities etc. Where agreed and timetabled, you may also be asked to be on call.
* Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
* Responsible for the overall maintenance of the site.
* Support senior leadership team with the effective and efficient running of the academy premises, including health and safety compliance and comply with all legal requirements in relation to health and safety, security, and the environment.
* Use trust software and schedules to monitor, report and evaluate the quality and effectiveness of facilities management and compliance within the academy.
* To ensure academy compliance with all site related health and safety requirements including clear communication to all staff and students, as well as recording and reporting health and safety matters to the Headteacher or School Business Manager.
* Ensure all departments and staff comply with COSSH regulations.
* Where required, contribute to premises development and asset management plans; and develop a planned maintenance programme with the DoNESC Estates Officer.
* Contribute to the smooth running of the school building (i.e. building systems are working as they should) for events, such as CPD days, open evenings, concerts, performances and progress evenings, co-ordinating with senior staff as needed to work around any issues.

# General Duties

* Oversee all maintenance requests and ensure they are responded to in a timely manner and with the correct resource.
* Ensure the effective maintenance, repair and safekeeping of all resources, including regular audits.
* To undertake porterage and handyperson duties, including moving goods and furniture, repairs to property, fixtures, fittings and equipment (within current or future risk assessments).
* To undertake general housekeeping duties, including but not limited to; collection and distribution of mail, dealing with lost property, general cleaning of storerooms and boiler rooms, obtaining or storing equipment and materials for teaching and other staff.
* To undertake outside duties, for example, clearance of drains and gullies, light pruning of brambles, hedges and weeds, clearing of rubbish, ice and snow clearance, salt spreading, and general tidying and cleaning i.e. external windows etc.
* Assist with the management of contractors attending site including, but not limited to, conducting site inductions and monitoring the work undertaken, when on site.
* To allow access to authorised maintenance or building contractors and ensure that they are aware of any potential hazards connected with their presence on the premises, having regard to current legislation, e.g., Legionella, Asbestos, Fire and general Health & Safety.
* To check that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services, and to organise repairs where required.
* To complete weekly security checks, monthly legionella testing, and all other compliance tasks required on IAM Compliant
* May be required to undertake emergency cleaning procedures, particularly where accidents and spills take place, to ensure that they are kept in a clean and hygienic condition.
* To perform such other duties of a like nature from time to time as required by the Estates Officer and Estates Department.

# Health and Safety

* To be fully aware of and to comply with all instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
* Ensure the academy complies with all statutory and legal requirements for schools in relation to buildings, premises and site.
* Play an active role in fire evacuation duties, coordinating actions when an evacuation is underway and ensuring the Headteacher is informed of the reason for the alarm activation at the earliest opportunity.
* Responsible for ensuring the weekly and monthly checks of firefighting equipment are carried out, and reporting any issues that arise.
* Carry out water hygiene checks on all hot and cold-water outlets where areas of the buildings have been unused for more than a week.
* Day-to-day responsibility for all site related health and safety matters, and ensuring the compliance system is kept up-to-date.
* Contribute to the management of asbestos, through inspection, monitoring, and reporting concerns to the Estates Department.

# Culture and Ethos:

* Proactively promote and demonstrate the Diocese’s vision and values in all aspects of work.
* Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
* Treat everyone as a valued individual who is loved by God.
* Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice.
* Work collaboratively developing the concept of family across the Trusts and their academies.
* Ensure regular open and honest communication in all professional duties.
* Recognise the importance of serving the wider community and promoting inclusivity.
* Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

# Line management

* The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.
* Responsible for overseeing the work of external contractors when on site.
* Ensure you and any external contractors use appropriate PPE, adhere to any health and safety risk assessments and safe systems of work to carry out activities.

# Professional Development

* Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Site Technician are up to date.
* Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

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| **Special conditions of employment** |
| **Rehabilitation of Offenders Act 1974**  This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.  If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to  the termination of the jobholder’s employment. |
| **Safeguarding and Promoting the Welfare of Children and Young People**  The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young  people. |
| **Health and Safety**  The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager, and the jobholder is required to comply with these and to use any  protective clothing or equipment as instructed at all times. |
| **Confidentiality and Data Protection**  The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is  made in accordance with the provisions of that Act/s. |
| **Equality and Diversity**  The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return. |

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| **Training and Continuous Professional Development**  The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations. |
| **The Trust Operates a Strictly No Smoking or Vaping Policy**  This applies to all Trust premises and those where Trust services are provided. |

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Darren Williams, Head of Estates**

**Job description reviewed by: Date: 29/05/2024**