



**JOB DESCRIPTION – SITE OFFICER**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**POST TITLE:** Site Officer with staff responsibilities

**GRADE:** G5

**RESPONSIBLE TO:** Business Manager/Headteacher

**PURPOSE OF JOB:**

To ensure the security, care and availability of the school building, furniture, fittings and equipment; to ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support the educational objectives of the school.

**MAIN RESPONSIBILITIES:**

1. Responsible for ensuring the site, building and contents are secure.
2. Provision of access to the building (and grounds) to authorised persons at all reasonable times.
3. Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
4. Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson.
5. Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
6. Monitoring and operating costs of the building and associated resources.
7. To be named key holder and first contact for police in the event of any incidents on the premises.
8. To be responsible for the regular checking and testing of the fire warning system sounders in line with the school's Health & Safety manual recording the event and any issues arising. Checking and testing battery banks for emergency lighting where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
9. To be responsible for energy management, ensuring the efficient running of the heating, electrical, gas and water systems within the school, including any necessary frost precautions. Monitoring consumption of these services. To report system failures in accordance with school procedures. Ensure the satisfactory maintenance/repair of equipment.
10. Porterage duties as required and particularly the laying out of the furniture and other equipment for timetabled activities without direct instruction.
11. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Business Manager or Headteacher
12. Where applicable, carrying out some cleaning work, generally using machinery, as allocated.

13. To carry out a daily inspection of the premises and a monthly inspection with the School Business Manager and to report on a termly basis to the relative Governance Sub-Committee, keeping the Headteacher fully informed on all matters regarding the premises
14. To work alongside the Headteacher and School Business Manager to draw up a programme of improvements to the premises to be presented to the relative Governance Sub-Committee.
15. To clear drives and pathways of snow and apply salt when required and complete necessary record keeping.
16. To carry out routine tests on equipment and complete necessary record keeping.

### Duties

- Am – Disabling alarm. Unlocking of gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required.
- Pm - Walking round premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Setting alarm. Locking of external doors and gates.
- Requesting unauthorised users of the site to leave; calling for the attendance of the Police if necessary (in accordance with agreed guideline).
- Providing such access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies. To deal with lettings as agreed with the Headteacher and submit claims as appropriate.
- Opening the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures. Cleaning flues, filters, according to procedures laid down by the maintenance schedule.
- Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
- Taking steps to reduce energy consumption and in conjunction with the Head promoting the awareness of other school staff concerning energy conservation.
- To order consumables in accordance with school procedures. Maintaining records of consumption of list of consumable items, and of expenditure on a further range of items.
- To ensure that all cleaning equipment/materials are maintained in a clean safe and efficient working condition and be responsible for the security of the equipment and cleaning materials.
- Preparing for school and after-school activities, clearing and (in specific circumstances cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Taking delivery of stores, materials and other goods; storing and/or moving them within the school is required.

### Maintenance and Repair

- Carrying out maintenance and minor repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified). This will include a variety of tools including floor and cleaning equipment and ladders.

- Drawing the attention of the appropriate authorities, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.
- Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of contractors.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Attending to such duties appertaining to the premises as may occur from time to time.
- Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
- To supervise the work of the cleaners and monitor the standards of cleaning in the building.
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions regulations.
- Dealing with instructions received from the Business Manager or his authorised representative in accordance with the School's regulations concerning the letting of the school premises and carrying out such duties as may be required.
- Carrying out the reasonable instructions of received from members of the Senior Leadership Team.
- Planning the work allocation of himself/herself, his/her deputies and where applicable, the cleaners, subject to the requirements of the Business Manager and the guidance of supervisory staff.
- Carrying out normal supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good time keeping, dealing with grievances and problems and seeing that work is done correctly.
- Where there is under his/her control, ensuring that the school premises and furnishings are cleaned in accordance with the School's standards and methods.
- Seeking guidance of the School Business Manager or Headteacher when appropriate.
- Maintaining the closest possible communications with the School Business Manager and staff of the school and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.

### Tasks

- Plan in conjunction with the School Business Manager and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
- Maintain a register of keys issued on the instructions of the School Business Manager.
- Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
- Replacement of light bulbs, fluorescent tubes, etc.
- Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds etc. This will include the use of ladders and working at appropriate and safe heights.

- Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe clean and working condition.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish.
- Emptying of litter baskets and bins both inside and outside the school. Disposal of all rubbish and cleanliness and dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillage's of paint, children being sick, etc.
- Replenish of soap, toilet rolls and towels in all areas of the school.

Note The Officer's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

- Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling.
- Some lone working may be necessary. Possible exposure to human waste and or other bodily fluids and normal levels of dust. Working outside on school premises.
- To carry out other such reasonable duties and responsibilities within the overall scope of Site Officer and as may be prescribed by the Headteacher.
- In addition to the duties outlined above the general conditions agreed nationally apply to all manual worker jobs. These relate to complying with legal requirements and codes of practice, working conditions inherent on the job, completion of any necessary paperwork and undertaking for posts up to and including the same grade.

#### Knowledge and Skills

- Have a clear understanding of the cleaning standards required by the school in accordance with specifications
- Have a depth of understanding of health and safety and work in accordance to COSHH assessments for hazardous substances
- Have a depth of understanding of the Provision and Use of Work Equipment Regulations
- Knowledge of intruder alarms and heating systems

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade will be with the consent of the postholder.