



Job Role:	Site Agent (Property included with this role)
Contract:	Full-Time 35 hrs per week, 52 weeks per year
Salary:	£24,915.80 - £26,553.80
Hours:	Mon – Fri Split Shift - 07:00-11:00 15:00 – 18:00
Start Date:	June 2026

The Firs Lower school is seeking a reliable, proactive Site Agent to join our dedicated team We are seeking to appoint an enthusiastic, flexible and caring Individual, to work 35 hours a week, worked as a split shift. The Site Agent will be expected to be available for lettings and this will involve some 'unsociable hours.

Working closely with the School Business Manager, the Site Agent will oversee the maintenance, security and health and safety of the school site, helping to create a positive and welcoming place for learning and work.

Duties, Responsibilities and Key Tasks:

The duties and responsibilities listed below are indicative of the tasks of the role; they are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

- Oversee and manage the school's buildings, grounds and facilities, ensuring they are well maintained and in good condition
- Take responsibility for ensuring the health, safety and well-being of staff, students and visitors on the school premises.
- Ensure the premises are clean at all times and liaise with the cleaning contractor.
- A nominated key holder

Premises Management

- Organise and carry out regular maintenance, repairs, and cleaning services
- To carry out emergency/occasional cleaning and clearing requirements within the buildings and across the site in the event of leaks, floods, poor weather, soilage, personal illness, breakage and spills.
- To manage and liaise with contractors, suppliers and service providers to ensure efficient and cost effective service delivery.
- Ensure the timely and effective response to issues relating to the school's physical environment.
- Oversee the security of the site, ensuring the school is secure.

- Manage the locking and unlocking of the school buildings and site.
- To ensure the plant room and equipment is maintained in a safe condition through visual and, where practical, safe, physical examination.
- Monitor utility usage and accurate, regular recording of meters including gas, electricity and water.
- Monitor the school's temperature and heating system, adjust accordingly and consider best energy efficiencies.
- Monitor and manage the school's security systems, including alarms and CCTV.
- Work closely with the Headteacher and Business Manager to ensure facilities meet the operational needs of the school.

Health and Safety & Compliance

- Regularly carry out risk assessments and implement any necessary improvements to meet health and safety standards.
- Ensure that the school complies with all relevant health and safety standards.
- Conduct regular inspection of the premises to identify any potential hazards or risks, implementing corrective actions as needed.
- Ensure the safe storage and handling of hazardous substances, equipment and materials.
- Maintain up to date knowledge of health and safety regulations, best practices, and emerging risks.
- Oversee and coordinate car park traffic flow during morning and afternoon periods – temporarily.

Generic Requirements

- Ability to apply IT skills to the needs of the role, including the use of compliance online platforms.
- Oversee school lettings, which currently involves unlocking and securing our school premises on Saturday mornings.
- Be flexible with working hours, including availability to work occasional evenings.
- Any other duties as directed by the Senior Leadership Team.

Training and Development

- Attend relevant training courses, including Health & Safety and Facilities Management

There is a property on-site which will be made available to the Premises Manager for a minimal rent.

The school values professional development and the successful candidate will receive appropriate training.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS disclosure is required for this post.

Visits to the school are warmly welcomed.

If you would like to know more about this post, please contact Sue A'Court on 01525 402735 or email sue.acourt@firslower.org You can also find more information, including an application form on our website, www.firslower.co.uk , click on 'school information' and then 'vacancies'.

CLOSING DATE:	<u>8th May, 2026</u>
INTERVIEW DATE:	