

JOB TITLE: Site Agent 25 hours per week AYR

RESPONSIBLE TO: Executive Head Teacher/Business Manager/Office Manger

RESPONSIBLE FOR:

Job Description

At Bedford Nursery Schools Federation, we believe

“All families are valued as individuals. All staff support children’s development, well-being and learning through play in a safe, caring and challenging environment”.

“All children and their families are respected as individuals regardless of special need, race, religion gender reassignment or sexual orientation”

Internal responsibilities under the guidance of the Executive Head Teacher and School Business Manager

Security of premises

Cleaning and hygiene

Maintenance of furniture, fittings and equipment

Maintenance of grounds

Health & Safety

Energy Management and Conservation – ensuring lights are off and heating on timers.

Porterage

Ensure that the caretaking/cleaning storage areas are kept tidy.

Contact Business Manager for advice if the work of any contractors/cleaning staff is not up to required standard or if any personnel-related issue gives cause for concern

To be responsible for holding keys and ensuring that the buildings are opened as required, including for hirers of any part of the premises.

Ensure that all gates, doors and windows are secured including school boundaries.

Test fire alarms regularly. (Business Manger to organise Fire Drills).

Ensure that fire extinguishers and hose reels are in position and are checked weekly.

Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.

Ensure that equipment is security coded and maintain inventories, including serial numbers of items.

Ensure that external security lighting is functioning as required.

Ensure that standards of cleanliness and hygiene are maintained throughout the premises.

Ensure that staff are trained in appropriate use of machines and cleaning techniques.

Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and advise Business Manager when stock is required.

Ensure that all cleaning materials are stored and utilised in line with COSHH.

Ensure that litter and graffiti are removed from both inside and outside the buildings.

Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

Ensure that furniture, fittings and equipment are checked regularly, effecting repairs and replacements as necessary, advising Executive Head Teacher where major expenditure is required.

Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.

Make arrangements for routine repairs and maintenance work to be carried out, as directed by Business Manager, using Bedford Borough Concerto system.

Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
 Supervise contractors who are on the school site.
 Carry out handyman duties in respect of minor or temporary repairs and decorating.
 Carry out Workplace Inspection Reports when required by the Borough Council.
 Liaise with contractors in respect of grounds maintenance to ensure this is completed to the required standard.
 Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.
 Be aware of and adhere to all Borough Council policies and procedures on health and safety, including asbestos procedures.
 Attend health & safety courses, including training on asbestos, as directed by Business Manager/Office Manager.
 Ensure attend all statutory courses including Prevent and Safeguarding
 Undertake health and safety monitoring procedures, in accordance with school's health and safety policy. This includes Legionella monitoring and weekly flushing
 Report and concerns or risks to the Business Manager regarding Health and Safety.
 Ensure that the school is at an appropriate temperature by 7.30am each school day.
 Ensure optimum use of heating system, manually shutting down at any time when not required.
 Check room thermostats, thermostatic radiator valves and fan convector thermostats.
 Ensure services are closed during school holiday periods.
 Clean windows both internally and externally
 Move furniture and prepare for a deep clean during school holidays as required.
 Ensure that boiler house and electrical cupboards are kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out.
 Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.
 Ensure that weekend boiler/security checks are carried out during the heating season.
 Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.
 Ensure that taps and toilets are operational and efficient.
 Undertake portage of equipment, furniture and materials within the premises, as required.
 Ensure outside/inside stores and stock cupboards are kept clean, organised and tidy so that equipment, and resources can be accessed easily and safely.

(Buildings to look after are Cherry Trees Nursery School, Peter Pan Nursery School (3/4s) and Peter Pan Nursery School (2s))

Responsibilities as a Staff Member

To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles
 To liaise with and work alongside practitioners within the federation and from external agencies and contractors, in a way that upholds the federations policies and ethos.
 To promote an effective multi-agency approach, including following Safeguarding Policies and Procedures
 To liaise with a range of professionals, including Children's Centre practitioners and neighbouring schools
 To promote the services and activities of the school
 To pursue actively and implement the aims and policies of the school
 To always work with professionalism and confidentiality particularly in respect of school related matters and to prevent disclosure of confidential and sensitive information
 To play a full and active role in the federation professional development including dedicated training days
 To positively contribute towards the achievement of the Federation Development Plan, Professional Development reviews and other quality initiatives
 To carry out all responsibilities about the Council's Policies and Procedures as adopted by the Governing Body.
 To comply with all Health and Safety at work requirements as laid down by the employer

To form positive relationships with parents which are professional and appropriate
To positively contribute to performance management processes and procedures.

Flexibility Clause

To be willing to work across the federation as required in the best interests of the children.
To undertake tasks of a similar nature and level as requested by the Executive Head Teacher or Deputy Head Teacher

Variation Clause

This is a description of the job as it is constituted at the date show below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

Date: June 2026