

# JOB DESCRIPTION

**Job Title:** Site Technician

**Grade:** 7



## Main Job Purpose

Undertake a full range of duties to provide for general security, safety, and maintenance of school premises across the trust, to include handyperson activities, preventative maintenance duties, emergency response and compliance safety testing. This will be conducted under the general supervision of the Site Manager, School and Estates Manager.

The post holder will work closely with the Site Manager, Estate Manager and Trust-wide Estates Team

## Main responsibilities and duties

- Act as key holder, as such to be responsible for locking and unlocking school premises and for setting security alarm systems, as required.
- Be part of a call out rota, where applicable, responding to any call outs in accordance with the agreed procedures. Note that most alarm activations would be attended by our key holding partners.
- To facilitate regular statutory and mandatory compliance requirements, ensuring they are completed within detailed periodicities and certified in relevant documentation logs and electronic portals, checks required but not limited to: alarm systems (fire & security), fire extinguishers, lighting systems, CCTV, water hygiene, ladders and school motor transport, reporting any problems arising to the Site Manager and wider estates team.
- To identify and report building, furnishing or fittings deficiencies to the Site Manager. Undertake any remedial action that may be authorised and appropriate. This may involve liaison with outside agencies, contractors and the emergency services to obtain quotes or arranging emergency repairs etc.
- To undertake a range of hands on duties as directed by the Site Manager to contribute to the maintenance and Grounds of the school premises, and its furnishings, e.g. remedial painting and decorating; repairs, small scale improvements, fitting shelves or notice boards.
- To identify and report any health and safety problems and effect immediate remedial solutions where possible.
- To escort and/or supervise contractors and other persons to sites of repair and maintenance and, where appropriate, ensuring safe working practices and monitoring quality of work.
- To take delivery of stores, goods and equipment and arrange storage or distribution as required.
- To exercise subject matter experience and competence for the operation of the school heating systems ensuring that all plant and equipment operates safely and efficiently.
- To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
- To liaise with the on-site Cleaning Supervisor to ensure that all areas of school premises are cleaned, together with any emergency cleaning support as required.
- Update and completion of any work tickets through lam Compliant allocated to you, reporting any further follow on works.
- When required exercise responsibility for the supervision of cleaning staff employed by the school, including the monitoring of cleaning standards and advising on the correct use of equipment and materials.
- To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- Ensure the staff and pupil cloakroom and toilet facilities are maintained in working order and that appropriately supplies of consumables are available.

- To set out/put away furniture for school events, and undertake general portering as required, events such as parents evenings and school shows are usually outside of usual working hours.
- To make appropriate arrangements for the collection of school waste.
- Promoting and safeguarding the welfare of children and young people in accordance with the trust's safeguarding and child protection policy.

## **Knowledge and Skills**

- Basic practical DIY Skills with knowledge of the use of hand tools is essential.
- Previous knowledge and experience of relevant health and safety procedures would be advantageous.
- The post holder will often be required to work without direct supervision.
- Confident knowledge and experience with relevant IT systems.
- Excellent interpersonal skills are considered essential as are developed organisational skills.
- Committed to being self-motivated with high standards and expectations. Attention to detail and quality whilst securing best value.
- Positive and engaging.
- Ability to communicate with clarity and accuracy.
- To demonstrate commitment and reliability through good attendance and time keeping.

## **Supervision and management**

- The post holder will often be required to work without direct supervision.

## **Problem Solving and Creativity**

- The post holder will be required to:
- Identify health and safety hazards throughout the school premises.
- Have a pro-active approach; to manage changing and conflicting deadlines and frequent interruptions to work and allocation of work.

## **Key Contacts and Relationships**

- Daily contact with the School, Site Manager, estates team, Technicians and cleaning staff.
- General contact, with all other SAST staff and contractors.
- As required contact with Emergency Services and contractors during out of hours duties.

## **Decision Making**

- Any action to be taken arising from equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Site Manager or estates team.
- Frequently deal with both routine and non-routine tasks and requirements.

## **Resources**

- Use of power tools for assistance to repair and maintenance, cleaning equipment and chemicals will be used.
- Basic understanding of operation of school security alarm systems and fire alarm systems will be required.
- Training will be arranged as necessary.

## **Working Environment**

- The School is a large and complex site, with out of hours activities.
- Potential to work across Trust school premises to assist where required.

- The majority of activities carried out by the Estates Team are of a physical nature and require an individual to possess ability to carry out tasks without undue fatigue.
- Estate's maintenance activities will require you to work outdoors in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- The role does involve some working at heights and manual handling tasks.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.

# PERSON SPECIFICATION

Criteria	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> <li>Relevant Level NVQ 3 qualification or equivalent</li> </ul>	A
Experience / Knowledge	<ul style="list-style-type: none"> <li>Experience of DIY skills</li> </ul>	<ul style="list-style-type: none"> <li>Using electrical power tools</li> <li>Operating cleaning equipment</li> <li>Health &amp; safety procedures</li> <li>Working in an educational setting or similar environment</li> </ul>	A/I A/I A/I A/I
Key Skills	<ul style="list-style-type: none"> <li>Use initiative and work without supervision as well as being part of a team</li> <li>Undertake all physical requirements of the role</li> </ul>		A/I I
Personal Qualities	<ul style="list-style-type: none"> <li>Approachable and presentable manner, with the ability to communicate effectively with people at all levels</li> <li>A flexible and enthusiastic approach to provide excellent service</li> <li>Willingness to undertake health &amp; safety training as required, including first aid training</li> <li>Willingness to undertake machinery &amp; equipment training and refresher/update training as required</li> </ul>		A/I A/I A/I A/I
Other	<ul style="list-style-type: none"> <li>Occasional planned overtime to assist with meeting deadline or making best use of working slots around the school calendar may be available</li> <li>Willingness to be flexible and work additional hours when required</li> <li>Full clean driving licence</li> </ul>		I I A