

JOB DESCRIPTION

JOB TITLE: Site Agent

RESPONSIBLE TO: Business Manager

JOB PURPOSE: To keep the school functioning and safe, particularly in respect of security of premises, heating and lighting, cleaning and to undertake a range of handyperson tasks including simple plumbing, electrical and carpentry tasks.

Main duties and responsibilities:

Security of premises

1. Ensure that the school is open for staff and pupils each school day, and locked at night.
2. Ensure that the school is open to persons who have hired the premises for private, or the Authority's, use.
3. Ensure that all doors and windows are secured and all lights and heaters/fans are switched off after use.
4. Conduct daily perimeter checks.
5. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. Carry out any necessary duties associated with burglar alarm systems.
7. Check that fire safety equipment is in place and working.
8. Undertake the responsibility of keyholder.

Compliance

1. Carry out and record weekly, monthly and annual compliance testing e.g. legionella, and fire alarm systems.
2. Monitor, arrange and supervise external compliance contractors, for example boiler checks, air con checks, play equipment, and roof safety checks.
3. Arrange for remedial works identified to be completed.

Heating and Lighting/Energy Conservation

1. Act as "Site Energy Officer"/contact person between the site and the LA Energy Officer.

2. Ensure that the school is up to the required temperature by 9am each school day.
3. Manually shut down heating and switch off fan-heaters etc at any time when not required, e.g. early and late heating season.
4. Check for correct setting of room thermostats, thermostatic radiator valves and fan convector thermostats.
5. Check boilers are functioning and keep boiler-room clean and tidy and undertake regular checks.
6. Ensure that no flammable materials are stored in the boiler-house.
7. Replace light bulbs and tubes as required, applying appropriate health and safety regulations.
8. Take monthly reading of all fuel meters, including water, and report promptly any fault giving rise to excessive consumption.

Cleaning of premises

1. Supervise cleaning staff on a daily basis and organise the cleaning work in the whole school or monitor the cleaning contract where appropriate.
2. Ensure that the whole school is cleaned using approved and appropriate materials, carrying out cleaning work in designated areas, where applicable,
3. Keep a check on cleaning materials and order supplies in time to avoid shortages.
4. Undertake the inspection of toilets, urinals, showers etc and replenish soap and toilet paper as required.
5. Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.
6. Ensure that the environment is clear of hazardous materials/equipment.
7. Responsible for the management of waste, including liaising with waste contractors.

Other duties

1. Carry out and record weekly site checks.
2. Use the electronic reporting and recording systems of the school to record all checks and compliance duties.
3. Carry out winter preparedness and ensure that the site is accessible and safe in the event of snow/ice. This includes gritting and snow clearance.
4. Take delivery and store materials, making arrangements for storing them and undertake general portage duties.

5. Ensure that all caretaking equipment is clean and in good working order and that site/cleaners' storage areas and cupboards are clean and tidy.
6. Put up and take down the stage as directed by the Business Manager.
7. Porterage and management of school deliveries, milk, and fruit.
8. Draw the attention of Business Manager to any repairs and maintenance work required that is outside the scope of the role.
9. Carry out handyperson duties in respect of minor or temporary repairs.
10. Order and check delegated maintenance construction work, as agreed with the Business Manager.
11. Carry out any out of hours checks, if required by the headteacher.
12. Be aware of and adhere to all Local Authority procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that form part of the school's health and safety policy and where required to be a member of the school's Health and Safety Committee.
13. Attend all essential health and safety training courses, including training in asbestos procedures, Legionella, and working at height, as determined by the management of the school and/or the Council.
14. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
15. Undertake any other duties of a similar level and responsibility as may be required from time to time.