

**Job Title:**            **Site Agent**

**Pay Scale:**           **Point 5, Level 14-17 £28,624.00 FTE**

**Hours:**                       **25 hours per week (split shift)**

**Reports to:**           **Office Manager/ Head Teacher**

### **Job Purpose**

To undertake the caretaking role at the school, undertaking maintenance tasks both reactive and planned work as directed by the Office Manager/Head Teacher. Undertake inspections of the school and resolve any findings. Undertake security lockdown and opening of the school premises. Embrace a positive Health and Safety culture.

### **Main duties:**

1. Security of premises and their contents; the post holder must be available for emergency call out.
2. Opening / closing, setting up for and after lettings, including any second clean. Ensuring that hirers comply with the Conditions of Hire.
3. Ensuring compliance with the Environmental Protection Act by continuous clearance of litter, both inside and outside the buildings.
4. General portering.
5. Emergency cleaning including the unblocking of drains, toilets, etc.
6. Continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Office Manager/Head Teacher.
7. General handyman duties, to include decorating.
8. Promoting the school's image.
9. Working knowledge of COSHH

The post holder must have a current, full (not provisional) driving license

### **Duties and responsibilities**

#### ***Security of premises***

1. Lock/unlock doors, gates and windows at the start and end of the day and/or as required.

2. Carry out a daily visual inspection of the building and site for hazard and litter pick.
3. Liaise with the Head Teacher in his/her absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Switch on/off intruder alarms, internal lights and external lights as necessary.
5. Make rooms and premises temporarily secure in the event of an incident and report to the Office Manager/Head Teacher.
6. Check operation of all alarms, fire extinguishers (visual check), emergency lighting and fire hoses etc on a regular basis and record these checks.
7. Maintain a high level of security in areas which IT or other expensive resources are kept.
8. Check and make safe gas, water and electric isolators after damage or break-ins.

### **Maintenance**

1. To monitor all contractors' personnel on site, accompanying them on/off site as necessary. Ensure that work is satisfactorily completed.
2. Identify and report any repairs, maintenance and replacement that require rectification.
3. Raise to the Office Manager any orders for repair.
4. Liaise with staff and outside contractors.
5. Carry out basic maintenance work.
6. To ensure that arrangements for maintenance and minor repairs are made as quickly as possible.
7. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
  - a. Plumbing (e.g. leaking taps)
  - b. Joinery
  - c. Painting and decorating
  - d. Plastering small areas
  - e. Re-glazing at ground level
  - f. Electrical (to make safe broken fittings etc)
  - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
8. To report emergencies in the case of faults with gas, electric and water supply to the Office Manager/Headteacher
9. Check and replace faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
10. Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.

11. To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Office Manager/Headteacher.

### ***Cleaning tasks***

1. Ensure that caretaking equipment is clean, safe to use, and correctly stored.
2. Carry out basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Office Manager/Head Teacher
3. Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
4. To undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
5. Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
6. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.
7. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Office Manager/Head Teacher, or bring room(s) up to the required standard.
8. Keep the internal parts of the site litter free and carry out a daily inspection for graffiti.
9. Where necessary,
  - a. Clean and tidy all yards, paths, gullies and drains on a regular basis.
  - b. Empty external litter bins
  - c. Carry out a daily check for external graffiti.
  - d. Remove all litter and leaves from hard/soft ground areas related to the site.
  - e. Carry out basic groundsmanship duties
10. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
11. To clean internal windows subject to safe working practices.

### ***General duties***

1. To impart special skills and knowledge to colleagues as appropriate.
2. To undertake portage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the school.
3. Set out and put away furniture and equipment for functions, lettings and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

**Administration**

1. Liaising with the Head of Estates, Office Manager/Head Teacher to ensure compliance with health and safety requirements at all times in order to maintain a safe and healthy environment for all site users.
2. In consultation with the Office Manager/Headteacher order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. Monitor stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and order via the school office when stock needs replenishing.
4. Complete all relevant logs and paperwork (Handsam)

**Other**

1. To undertake staff training as necessary, including safeguarding.
2. To maintain site equipment when required.
3. To understand and observe the policies and procedures of the school.
4. Provide cover for other members of the cleaning team.
5. To carry out any other duties as directed by the Head of Estates, Head Teacher/Office Manager.
6. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.

## Site Agent Person Specification

Category	Requirements	Essential/ Desirable	Method of Assessment
Education/Training	<ul style="list-style-type: none"> <li>Level of education equivalent to 5 passes at GCSEs (level 9-4/A-C) NVQ2 or demonstrable relevant experience</li> <li>Trade qualification relevant to the role</li> <li>Competent use of IT – Email, Online systems</li> <li>Undertaken training including, Legionella awareness, Asbestos awareness, IOSH</li> </ul>	Essential	A, I
		Essential	A, I
		Desirable	A, I
		Desirable	A, I
Experience	<ul style="list-style-type: none"> <li>Able to demonstrate practical experience in trade works</li> <li>Awareness of Health and Safety at work</li> <li>Experience of legionella, fire regs/safety</li> <li>Experience of moving and handling practices</li> </ul>	Essential	A, I
		Essential	A, I
		Desirable	A, I
		Desirable	A, I
Skills/Abilities	<ul style="list-style-type: none"> <li>A team based approach to work</li> <li>Good time management skills, together with a methodical and organized approach to work</li> <li>Able to effectively communicate with staff, children, contractors and parents</li> </ul>	Essential	A, I
		Essential	A, I
		Essential	A, I

	<ul style="list-style-type: none"> <li>• Able self-motivate with the willingness to learn and adapt</li> <li>• Commitment to work flexibly to meet the business requirements</li> <li>• A methodical approach to problem solving</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>A, I</p> <p>A, I</p>
Further requirements	<ul style="list-style-type: none"> <li>• Able to display an awareness, understanding and commitment to the protection and safeguarding of children and venerable adults</li> </ul>	<p>Essential</p>	<p>A, I</p>

A = Assessment

I = Interview