



# Site Officer

## JOB DESCRIPTION

### **Role Purpose:**

The purpose of this role is to provide comprehensive operational support to the academy, encompassing responsibilities for site security, management of lighting and heating systems, cleaning services, general maintenance, operation of plant and equipment, and the delivery of portering and handyman duties.

### **Key Accountabilities:**

Reporting to the Estates Business Partner, this post holder will be accountable for:

#### Safety and security

- Regular routine testing of fire alarms, emergency lights and firefighting equipment
- Complete statutory and routine testing as and when required to manufacturers' standards ensuring record keeping is up to date using appropriate computer software, including boilers, sprinklers, fire alarms, emergency lighting, etc
- Ensure Health and Safety compliance with regard to all regulations, policies and codes of practice.
- Maintain a high level of security across academy premises including dealing with alarm systems and liaising with security services
- Key holding duties for locking and unlocking of premises, requiring a high attendance level.

#### General Maintenance

- Install, maintain or repair jobs of a minor nature such as plumbing (eg leaky taps), joinery (eg boarding up broken windows), painting/decorating, plastering, electrical work (eg replace faulty lights), etc
- Clean and tidy all outside spaces, paths, gullies and drains including snow clearance when required and remove graffiti from internal and/or external spaces
- Basic maintenance of caretaking/cleaning equipment
- Emergency cleaning as and when required
- Transport refuse to bins in agreed collection points for agreed collection times

#### General Duties

- Must be IT literate.
- Identify and report any repairs, maintenance or replacements that require action
- Ensure adequate stock management of material and equipment
- Collect or order goods as required for completion of any caretaking or maintenance jobs
- Carry out porter duties as required including receipt of goods and supplies
- Oversee car parking arrangements and ensure additional temporary parking and signage as required
- Monitor all contractors on site and ensure work is completed to the required standard
- Set out/put away furniture and equipment for functions, meetings and exams
- To be able to cover at other E-ACT sites within your contracted region if required



- To have a flexible approach around working hours if required

#### Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

To undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.



## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

## OUR VALUES

### Thinking Big

- Show energy, enthusiasm and passion for what you do



	<ul style="list-style-type: none"> <li>• Demand the highest quality in all that you do, and in the work of your team</li> <li>• Willing to champion new ideas and think beyond the status quo</li> <li>• Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence</li> </ul>
<p><b>Doing the Right Thing</b></p>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples’ needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**  
E – Essential

**Assessed at**  
A – Application Stage



**D** – Desirable

**I** – Interview Stage

**P** – During the probationary period

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Commitment to professional development	X		X	X	X
	Relevant maintenance/trade qualification or willingness to work towards		X	X	X	
	Knowledge of Health and Safety Regulations and how they apply in a school environment		X	X	X	X
	Knowledge of building cleaning standards		X	X	X	X
<b>Experience</b>	Experience of a range of caretaking and cleaning duties		X	X	X	X
	Experience of working in an educational environment		X	X	X	
<b>Skills</b>	Ability to work effectively and supportively as a member of the regional and Academy teams	X		X	X	X
	Ability to act on own initiative dealing with any unexpected problems that may arise	X		X	X	X
	Ability to carry out minor repairs	X		X	X	X
	Ability to identify work priorities effectively	X		X	X	X
	Willingness to drive the Academy minibus as and when required.		X	X	X	X