

Job Description

Job Title:	Site Officer
Responsible to:	Principal St Patricks Primary School
Job Purpose:	To maintain the site
Salary:	Band C – SCP 3 – 4; £8,829 - £8,967 per year (actual)
Hours:	15 hours per week 40 weeks per year

Main Responsibilities:

To effectively manage all repairs and maintenance of a non-specialist nature in the school, both internally and externally.

Support cleaning staff in times of absence.

Ensure that the school is a safe, welcoming space that promotes pride and a high standard of care to the school building and grounds. Paying attention to detail and fully complies with Health and Safety directives.

Secure the school gates every morning.

Contributes to the school's statutory duty to safeguard and promote the welfare of children.

Complete training where required.

Catholic life and Mission that underpins St Patricks

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities:

Maintenance:

- Ensure that the site is maintained and fit for purpose
- Carry out non major maintenance work and repairs.
- Undertake painting
- Undertake non specialist plumbing and carpentry works
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff. (specialist works)
- Check for and report damage as appropriate
- Empty domestic external bins (playground bins)
- Carry out frost precaution procedures

- Ensure playing areas and paths are free from litter and leaves
- Ensure drains, gullies and guttering are inspected to ensure they are free flowing and clean, dealing with blockages as necessary, both internally and externally.
- Ensure that maintenance equipment is in a safe and working condition

Stock:

- Receive delivery of stock, materials etc, ensuring appropriate storage.
- Ensure adequate supply of materials and resources are available for maintenance, placing orders as necessary (tools, renewables i.e. sandpaper, screws, drill bits, PPE etc)

Security:

- Take action to prevent trespass on the premises
- Ensure school gates are secured once children have arrived
- Ensure unauthorised parking of vehicles does not occur

Cleaning:

- Cleaning of internal and external windows
- Support in the event of absence or deep cleaning

Other:

- Move equipment and resources as required
- Mark sports pitches (where appropriate)
- Drive school minibus
- Assist Principal (or nominated representative) in undertaking risk assessments
- To monitor standards of work undertaken by outside agencies and make routine reports to the required individuals (e.g. Principal, Estates and Executive team).
- To undertake routine maintenance including plumbing, carpentry, painting and general building work in accordance with instructions and current safety legislation.
- To monitor grounds maintenance staff (where applicable).
- To oversee schedules and routine maintenance liaising with contractors and suppliers as necessary.
- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

Signature: _____ Date: _____

Print Name: _____