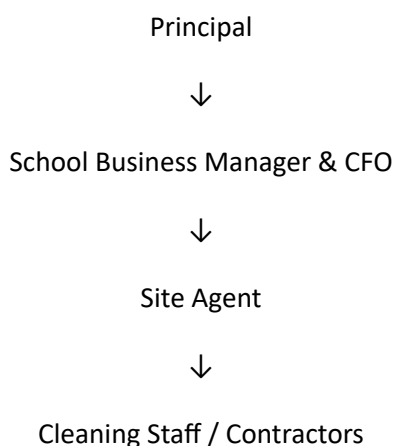


Hadrian Academy Site Agent

Role	Site Agent
Closing Date for Application	8 th July 2026
Interview Date	ASAP
Required For	01 September 2026
Term	Permanent
Salary	£26,403.00 - £27,694.00 Annually (Actual)



Job Purpose:

To ensure the effective day-to-day operation, safety, security, cleanliness and maintenance of the school premises and grounds. Working under the direction of the School Business Manager, the Site Agent will be responsible for maintaining a safe, secure and welcoming environment for pupils, staff, visitors and community users, whilst ensuring compliance with statutory regulations, health and safety requirements and academy policies.

The postholder will undertake a range of caretaking, maintenance and facilities management duties including security, building maintenance, grounds maintenance, cleaning oversight, contractor liaison, health and safety compliance, and energy management. The Site Agent will work collaboratively with colleagues and external contractors to maintain the school site and contribute to the effective operation of the school.

Key Responsibilities:

1. Security of Premises

- Act as a designated keyholder and respond to emergency call-outs as required.

- Ensure the school is opened and secured each day in accordance with agreed procedures.
- Operate and monitor intruder alarm systems and respond appropriately to activations.
- Ensure all doors, windows, gates and access points are secured when the premises are unattended.
- Conduct routine security inspections of buildings, grounds and perimeter fencing.
- Take reasonable steps to prevent trespass, vandalism and unauthorised parking.
- Support the management of CCTV systems in accordance with data protection requirements.
- Provide access for approved contractors, visitors and lettings users.
- Undertake weekend and holiday security inspections as directed.

2. Fire Safety and Emergency Procedures

- Undertake weekly fire alarm testing and maintain accurate records.
- Ensure fire extinguishers and emergency equipment are in place and serviceable.
- Support the annual review of fire risk assessments.
- Lead and coordinate Fire Marshals within the school.
- Support fire evacuation procedures and emergency planning.
- Assist with emergency incidents including flooding, utility failures and severe weather events.
- Ensure gas isolation checks are completed as required and report any concerns immediately.

3. Health, Safety and Compliance

- Promote and maintain a safe working environment across the school site.
- Carry out statutory compliance checks and maintain associated records digitally.
- Complete preventative maintenance inspections and monitoring schedules.
- Support risk assessments and implement control measures where required.
- Monitor contractor compliance with health and safety requirements.
- Ensure COSHH regulations are followed and hazardous substances are stored appropriately.
- Attend mandatory health and safety training and maintain relevant certifications.
- Participate in Health and Safety Committee meetings where required.
- Ensure legionella monitoring, water hygiene and flushing regimes are completed and recorded.

4. Heating, Lighting and Energy Management

- Act as Site Energy Officer and liaise with relevant energy management providers.
- Ensure school buildings are heated to appropriate operational temperatures.
- Monitor and adjust heating controls, thermostats and building management systems where applicable.
- Promote energy efficiency and identify opportunities to reduce utility consumption.
- Record monthly gas, electricity and water meter readings.
- Report utility faults, leaks or abnormal consumption promptly.
- Maintain boiler rooms in a safe, clean and compliant condition.

5. Cleaning and Site Presentation

- Monitor standards of cleanliness throughout the school.
- Supervise cleaning staff or cleaning contractors where applicable.
- Ensure adequate stocks of cleaning materials are maintained.
- Monitor the safe storage and use of cleaning chemicals.

- Carry out cleaning duties as required, including emergency spillages and health hazards.
- Ensure toilets, washrooms and changing facilities remain clean, stocked and operational.
- Keep external areas, playgrounds, pathways and entrances free from litter, leaves and debris.
- Remove graffiti and maintain the overall appearance of the site.

6. Grounds Maintenance

- Maintain school grounds, pathways, playgrounds and external areas in a safe condition.
- Carry out routine grounds maintenance including litter collection, minor gardening and seasonal duties.
- Ensure drains, gullies and rainwater systems remain clear and operational.
- Undertake gritting, snow clearance and adverse weather preparations as required.
- Inspect and maintain fencing, gates, signage and external structures.

7. Building Maintenance and Repairs

Undertake minor maintenance and repair work including:

Plumbing

- Minor tap repairs.
- Replacing toilet seats, handles, chains and fittings.
- Clearing blocked sinks, basins, urinals and accessible drainage systems.
- Repairing minor leaks using appropriate fittings.
- Maintaining rainwater goods, gutters and downpipes.
- Flushing water systems following holiday periods.

Electrical

- Replacing like-for-like fuses.
- Refitting light diffusers.
- Carrying out routine checks of bells, alarms and emergency lighting.

Joinery

- Minor repairs to doors, windows, locks, handles, furniture and fittings.
- Fitting shelves, noticeboards, coat hooks and similar fixtures.
- Repairing or replacing minor fixtures and fittings.

Decoration

- Undertaking minor painting and decorating work to maintain standards.

Heating and Ventilation

- Monitoring radiators, convectors and heating units.
- Ensuring buildings are adequately ventilated.
- Reporting faults requiring specialist attention.

General Maintenance

- Minor repairs to furniture and equipment.
- Temporary repairs to damaged glazing and building fabric.
- Erection and maintenance of signs.
- Minor repairs to fences and gates.

8. Contractor and Facilities Management

- Liaise with contractors, suppliers and service providers.
- Monitor maintenance works and ensure contractors comply with safeguarding and health and safety requirements.
- Report building defects and maintenance issues promptly.
- Support the planning and coordination of maintenance projects.
- Order approved maintenance materials and supplies.
- Maintain accurate facilities records and documentation, including use of facilities management software where applicable.

9. Portering and Lettings

- Receive, store and distribute deliveries.
- Undertake portering duties and furniture moves.
- Prepare rooms for examinations, meetings, assemblies and events.
- Support school lettings and community use activities.
- Assist with site access, setup and security arrangements for out-of-hours events.
- Maintain records associated with lettings where required.

10. General Responsibilities

- Maintain confidentiality at all times.
- Promote safeguarding and welfare of children and young people.
- Comply with all academy policies including safeguarding, health and safety, GDPR, equality and diversity.
- Participate in training and professional development activities.
- Work flexibly to meet the needs of the school.
- Undertake any other duties commensurate with the grade and responsibilities of the post as directed by the Principal, Vice Principal or Facilities Manager.

11. Working Relationships and Communication

- Work collaboratively as a member of the school team, contributing positively to the smooth running of the school and supporting the school's vision and values.
- Establish and maintain effective professional relationships with colleagues, pupils, parents, contractors, visitors and external agencies.
- Communicate effectively with the Principal, Vice Principal and other staff regarding site issues, maintenance requirements, health and safety concerns and planned works.
- Support a positive working environment through cooperation, mutual respect and a commitment to excellent customer service.

- Attend relevant meetings, training and professional development activities as required.

SAFEGUARDING

Hadrian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder will be required to undertake an Enhanced DBS check and comply with all safeguarding policies and procedures.

REVIEW

This job description is not exhaustive and may be amended from time to time following consultation with the postholder to reflect the changing needs of the school.

Signature of Post Holder:

Date:

Signature of Principal:

Date:

**To take effect from September 2026*

SITE AGENT – PERSON SPECIFICATION

Category	Essential Criteria	Desirable Criteria	Assessment Method	
Experience	Experience of caretaking, facilities, premises, maintenance or site management duties.	Experience of supervising contractors, cleaners or other site staff.	1, 2	
	Experience carrying out minor repairs and maintenance work.	Experience working in a school, academy, college or public sector environment.	1, 2, 3	
	Experience of health and safety procedures within a workplace.	Experience of premises security, alarm systems and keyholder responsibilities.	1, 2	
Knowledge	Knowledge of basic building maintenance and repair techniques.	Knowledge of legionella control, water hygiene and compliance monitoring.	1, 2, 3	
	Knowledge of health and safety legislation relevant to premises management.	Knowledge of energy management and environmental sustainability practices.	1, 2	
	Knowledge of COSHH regulations and safe use of cleaning materials.		1, 2	
	Understanding of fire safety procedures and emergency evacuation arrangements.		1, 2	
	Understanding of safeguarding responsibilities within a school environment.		1, 2	
	Skills & Abilities	Ability to undertake minor plumbing, joinery, decorating and maintenance repairs.	Ability to supervise and coordinate the work of contractors and cleaning staff.	1, 2, 3
		Ability to carry out routine inspections and identify maintenance issues.	Ability to use facilities management software or electronic compliance systems.	1, 2
Ability to work independently and prioritise workload effectively.			1, 2	
Ability to respond calmly and effectively to emergencies.			1, 2	
Good communication and interpersonal skills.			1, 2	
	Ability to build positive working relationships with staff, pupils, visitors and contractors.		1, 2	

	Ability to maintain accurate records and complete compliance documentation.		1, 2
	Basic IT skills, including email, online reporting systems and Google/Microsoft Office applications.		1, 2
Personal Attributes	Reliable, trustworthy and able to maintain confidentiality.		1, 2, 5
	Flexible and adaptable in responding to changing school needs.		1, 2
	Self-motivated with a proactive approach to problem solving.		1, 2
	Professional and customer-focused approach.		1, 2
	Commitment to maintaining high standards of safety, cleanliness and presentation.		1, 2
	Positive team member who contributes effectively to the wider school community.		1, 2
Qualifications & Training	Good standard of literacy and numeracy sufficient to maintain records and complete reports.	Health and Safety qualification (e.g. IOSH Working Safely).	1, 2, 4
	Willingness to undertake relevant training and professional development.	Fire Marshal or Fire Safety training.	1, 2, 4
		First Aid at Work qualification.	4
		Legionella Awareness qualification.	4
Safeguarding	Demonstrates a commitment to safeguarding and promoting the welfare of children and young people.		1, 2
	Ability to form and maintain appropriate professional boundaries.		1, 2
	Emotional resilience when working in a school environment.		1, 2
	Appropriate attitudes to authority, behaviour management and professional conduct.		1, 2

Equality, Diversity & Inclusion	Commitment to equality, diversity and inclusion.		1, 2
	Ability to recognise and challenge discriminatory behaviour appropriately.		1, 2
Additional Requirements	Willingness to undertake keyholder responsibilities and emergency call-outs where required.		1, 2
	Ability to undertake the physical requirements of the role, including lifting, carrying and working at height (subject to training and risk assessment).		1, 2
	Willingness to work flexibly to support school events, lettings and emergency situations.		1, 2

Ref Assessment Method

- 1 Application Form
- 2 Interview
- 3 Practical Assessment
- 4 Qualifications/Certificates
- 5 References