



THE RACKHAM

C OF E PRIMARY SCHOOL

Site Officer

Job Description

Employee name:

Role: Site Officer

Date commenced this role:

Site Officer Job Description

Job details

Salary: Level 4 – Point 7-11

Hours: 37

Contract type: Full time, permanent

Reporting to: School Business Manager, Headteacher

Responsible for: n/a

Main purpose

The Site Officer is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Monitor the maintenance service schedule and organise contractor visits alongside the School Business Manager and update the school premises management software

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Maintain COSHH records for cleaning and chemicals used by the premises team
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

- Cleaning and maintenance of swimming pool, especially during the summer term, attend small plant pool operators training

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, weekly call points tests, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the school business manager and headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager
- Provide safe access to the school in cold weather conditions

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Safeguarding

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> ➤ Good level of numeracy and literacy ➤ Training in work at height, manual handling, health and safety, small pool plant operators training desirable or willingness to undertake
Experience	<ul style="list-style-type: none"> ➤ Caretaking ➤ Building maintenance ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Supervising a small team of cleaning staff ➤ Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment and adhering to recommended safety levels