



Elmlea Schools
The Dell
Westbury on Trym
Bristol,
BS9 3UF

Job Title:	Site Officer		
Responsible to:	Business Manager		
Responsible for:	N/A		
Grade/Scale point:	NJC6-7		
Your contract of employment is directly with Elmlea Schools. <i>Your main place of work will be Elmlea Infant and Elmlea Junior School but you may be deployed to work at Bristol Free School, another school within the Trust and carry out those duties that may be reasonably required in relation to such deployment.</i> <i>This trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.</i>			
Job Description			
Main purpose of the role			
To ensure improvement, maintenance, cleaning, compliance and security services for the school buildings and grounds are undertaken efficiently and effectively. Provide efficient site security, ensuring the school remains secure at all times and that the building and site facilities are available for school use and other users, whenever they are needed Maintain and improve the general appearance of the school buildings, grounds and surrounding areas are maintained to the highest standard including monitoring of the cleaning of the premises. To supervise and ensure safe working practices of contract staff on site. To manage the school’s facilities, in such a way as to maximize income, and provide a resource for the local community by supporting the lettings programme. To observe safe working practices in carrying out all duties. The efficient & effective operation of the school site in accordance with the school’s policies and in particular those relating to Health and Safety at Work Legislation. Managing health and safety of site & maintaining records to ensure statutory compliance.			
Key duties and responsibilities specific to the post			
Security and Safety			
To ensure the safety and security of designated buildings and grounds to minimise danger to pupils and school staff and prevent theft/damage of the school’s resources. Ensuring that buildings and site are secured and alarms are on as appropriate at the end of sessions, including out of school hours for both for school events and lettings. a) Ensuring buildings are ready for occupation at agreed times. b) Ensuring buildings and grounds are kept secure, locking and unlocking doors, windows, setting alarms, undertaking an initial inspection of site for vandalism or items requiring remedial work. c) Secure as appropriate, parts of the building not in use in the evenings are secured and the whole school locked at the end of the evening sessions both for external lettings and school events. d) Limiting access to unauthorised personnel e) Responding to emergencies including attending where required as a keyholder, when emergencies occur, this may include unsociable hours.			



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- f) Operate intruder and fire systems, liaising with external agencies responsible for maintenance and external monitoring.

Repairs, Maintenance and Housekeeping (Buildings, Grounds and Facilities)

To ensure the maintenance of the school's buildings, grounds and facilities. Identifying necessary repairs and maintenance, and ensuring that all necessary repairs are carried out promptly and efficiently, reporting problems to the Business Director/Manager:

- a) Plan, prepare, propose and implement a cycle of refurbishment and decoration to internal and external facilities.
- b) Take emergency action to minimise the effects from burst pipes, vandalism or fire damage, prior to repair or remedial work being undertaken by specialist contractors.
- c) Review and action daily the log book where staff report damage and repairs etc.
- d) Order replacement resources including lighting, batteries, wall clocks and other fittings and supplies as required, adhering to the schools ordering procedures
- e) Inspect the site to identify building defects (service, repair, decoration) and schedule contractors as required for compliance repairs, adhering to school policies
- f) Performing and maintaining logs for routine and regular safety checks of items such as legionella, asbestos, fire log book and other H&S compliance works and logging on premises management software (I am compliant) and reporting to Business Manager should issues arise
- g) Be proactive and spot & carry out repair/improvements where qualified, to decorations, furniture, fabric and fittings where appropriate;
- h) Ensuring that fire alarms and fire-fighting equipment is always ready for use and the maintenance of Fire Safety & Risk Assessment records. Periodic checks in accordance with Fire Safety requirements.
- i) Daily Inspection and checking of blockages in gutters, drains & sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occur during normal school hours.
- j) For the annual fire and H&S audits, ensure all evidence is available for inspection, this will include, work permits, compliance check sheets, job reports, certificates etc.
- k) Liaise with the wrap around care supplier for after school and school holiday access

Grounds - Maintaining a safe, pleasant and litter free environment as far as is practicable:

- a) Ensure that the playground areas are swept clear of leaves, litter and clear sharp objects.
- b) Emptying external waste bins and collecting litter daily.
- c) Snow clearance to main routes of access/egress as far as is reasonably practicable and salt/grit treatment of icy paths. Ordering of adequate supplies of salt and grit.
- d) Maintenance of grounds, wooden fences, weeds around building and walls, clear weeds & maintain planters, trees, hedges, flowers and school copse area and drive from the school down to The Dell.
- e) Grass cutting, maintenance of machinery plant used for grounds maintenance.

Cleaning

To ensure the cleaning programme is carried out as per the agreed specification, monitoring the performance of the areas that are designated to the external cleaning contract and also those cleaned by the postholder, to ensure high standards of cleaning are maintained throughout the school:

- a) Working within the allocated budget the purchasing of cleaning materials and equipment, also the purchase of toilet rolls, soap and paper towels etc. & ensure adequate supplies and stock control.
- b) Cleaning of areas of main school toilets during the day and the replenishing soap, toilet rolls, paper towels, etc. as required.

Building and Contract

Monitoring the work of all contractors to ensure that work carried out is to the highest of standards, taking necessary action if work is not completed satisfactorily. Snag jobs and report of any anomalies that arise to Business Manager. Also issuing work permits where required.

- a) Discuss and identify with Business Manager minor building and decorating work to be done;
- b) Liaise with all agencies on particular requirements relating to the building;
- c) Carry out all liaison with contractors prior to work commencing and supervise/liase during the period of contract;
- d) Ensure that contractors conform to health and safety standards to protect themselves and other site users;
- e) Advise Business Director/Manager when work has been completed satisfactorily so that invoices may be passed for payment.

Energy

The monitoring of water, gas and electricity consumption. Care and operation of the heating plant including reporting any defects, to ensure heating is working and requesting repairs/service as required. The general cleanliness and maintenance of the boiler house.

Health & Safety

Responsible for producing designated premise related risk assessments alongside the Business Manager, maintaining and reviewing systems for dealing with H and S issues. Be proactive and seek solutions to H&S issues.

Other Duties

Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes, including use of new technology as required, including:

- a) the receipt and portorage of goods or materials;
- b) setting out and clearing furniture for assembly and other functions as required;
- c) portorage and distribution of resources.
- d) daily removal of internal rubbish, cardboard boxes, large amounts of paper etc...

Generic duties and responsibilities

Pension	Postholders are automatically enrolled into the Local Government Pension Scheme. The school pays a contribution into the pension scheme, this is an additional remuneration benefit.
Probation	This post is subject to a 4 month probation period, that can be extended by a further 4 months.
Confidentiality and General Data Protection	Some of the work undertaken within the school and trust is of a highly confidential nature. The postholder must always maintain confidentiality and work within the Trusts' data protection procedures.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management.
Notice Period	A one month notice period is required for this role.
Professional Development	Participate in arrangements for appraisal and in the identification of areas which would benefit from training and undertake such training/development

Please note that, although this job description is fairly detailed, the nature of the role and the changing nature of the education landscape mean that it is not possible to capture all elements of the role now or for the future. A level of flexibility of approach is required, therefore.

These duties may be varied to meet the changing demands of the trust at the reasonable discretion of the CEO. This job

role profile does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

All staff are required to foster and apply a supportive relationship with all children, including working in and out of school location outside the classroom and school site and in particular to promote acceptance and integration of children with special educational needs.