

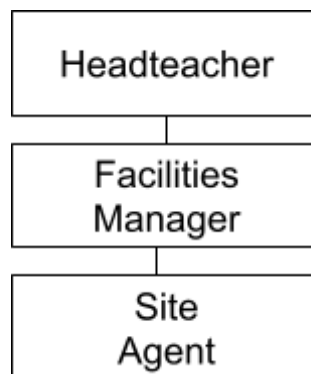
SITE AGENT

Responsible to: Headteacher/Facilities Manager
Grade: NJC L5
Hours/weeks: 37 hours per week / 52 weeks per year

PURPOSE OF POST:

- Responsible to the Facilities Manager for the attention to keep the School functioning, particularly in the areas of:
 1. Security of premises.
 2. Heating and Lighting
 3. Maintaining high standards of cleanliness.
 4. Maintaining premises in a good state of repair.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Security of Premises -
 - Ensure School is secure out of working hours, following correct procedures for Alarm systems.
 - Ensure all doors and windows are secured and all lights and heaters are switched off after use.
 - Undertake the responsibility of the key holder as required.
 - Ensure school is open for pupils each day and to persons who have hired the premises for public or private use.
 - Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment is fully functional at all times.

2. Ensure that the temperature within the school is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, and is regularly maintained with due consideration to energy efficiency.
3. Ensure that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages, etc. which may constitute a health hazard or as directed by the Headteacher. Ensure that stocks of cleaning materials are available, stored and used in accordance with Health and Safety regulations.
4. Carry out the prescribed tasks in the letting procedure for the school. This may include maintaining a diary of usage, taking and receiving payment and showing potential users facilities available.
5. Undertake a range of miscellaneous duties associated with the post. These will include:
 - take delivery and store materials
 - undertake portage duties
 - ensure that the school site is kept clean and safe, e.g. clearing litter and gritting ice, etc.
 - ensure all equipment used in cleaning tasks is maintained to required standards. identify and report to the Headteacher any repairs and maintenance work required.
6. Ensure all appropriate records and documentation are kept in accordance with regulations and as directed by Headteacher.
7. Undertake regular inspections of the school buildings and surrounds and draw to the attention of the Headteacher any repairs or maintenance work required, and where appropriate carry out minor or temporary repairs.
8. Plan the work allocation of self, and cleaners where appropriate. Ensure that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages, etc. which may constitute a health hazard or as directed by the Headteacher. Ensure that cleaning materials are stored and used in accordance with Health and Safety regulations.

HANDYPERSON TASKS

Plumbing

- simple tap repairs
- ball valve re-washing
- clearing blocked sinks, wash basins, baths, urinals, etc.
- clearing drainage blocks (above ground level) where visible and accessible
- replacement of toilet seats
- lavatory (cistern), pull chains and handles, etc.
- replace plugs on bath, sink, and wash hand basins
- replace with equal broken pipe brackets, fix or refix

- replace or fix toilet roll holders
- cleaning gutters, rainwater pipes and gullies
- attention to simple leaks using compression or plastic fittings as appropriate
- thoroughly flush through cold water installation at the end of each holiday period.

Electrical

- replacement of all types of tubes and lamps
- refixing of dislodged light fitting diffusers
- removal of broken light fitting diffusers
- replacement of missing screws from light switches and socket outlets
- replacing fuses (on a like-for-like basis)
- fitting of new and replacement plug tops
- regular sound testing of all bell circuits, fire alarms, class change, etc.

Joinery

- simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
- re-fixing or replacing door stops, restraining catches, hooks, etc.
- easing doors for correct opening and closing, like-for-like hinge replacements
- fix shelves and pin boarding
- replace coat hooks, curtain tracks, etc.

Decoration

- simple type redecoration, using proprietary paints and finishes

Heating

- check all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent when necessary, refix loose and damaged casings.

Energy

- regularly, once per month, read gas, electricity and water meters
- check for correct settings and operations of all thermostats

Furniture

- simple repairs to desks, chairs and other minor repairs to lose equipment

Emergency Action

- isolate and drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

Miscellaneous

- simple repair or replacement of window catches, handles hinges and stops. Easing for easy opening
- replace isolated damaged wall tiles splash backs with like-for like
- temporarily block off broken windows
- repair cleaning equipment for own use (not internal repairs to electrical goods)
- minor running repairs to fences and gates of all descriptions
- re-erect dislodged signs and / or fix new ones

Ventilation

- ensure that all rooms are correctly ventilated both in and out of school hours, paying particular attention to toilet areas.

DIMENSIONS:

Supervisory Management: 6 or more part time cleaners; 2 more Caretakers.

Financial Resources: Will be responsible for ordering cleaning supplies and fuel (in some locations).

Physical Resources: Responsible for the safety and security of the building, cleaning and handyperson tools and equipment.

Physical Effort: The job involves a considerable level of physical effort for over 10% and up to 25% of the total working time. Lifting/carrying is also a feature requiring a high level of effort for over 5% and up to 10% of working time.

Working Environment: The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so. However this exposure occurs for less than 10% of the overall working time, but s/he has regular exposure to very disagreeable, unpleasant or hazardous situations for up to 10% of their working time.

Verbal abuse, aggression or other anti-social behaviour from members of the public is a feature of this job.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event, if the employment is being taken up, any failure to disclose such an offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Site Agents will be required to attend the school premises for regular and ad hoc letting, either to attend for the whole period of the booking or at the beginning and completion to ensure the security of the buildings, for which there will be additional payment. In addition some schools will require that weekend boiler and/or security checks are undertaken as part of the normal working week.

**The Chiltern Learning Trust is committed to its schools working in wider partnership which will promote wellbeing outcomes for young people.
All personnel may be required to work across schools within the Trust by agreement with the Head Teacher.**

Safeguarding Children

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

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The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

SITE AGENT

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of care-taking duties in a general capacity	1,2	Experience of working in a school environment is desirable for this post	1,2
	Demonstrable experience of supervising others.	1,2		
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.	1,2	Experience of working in a skilled trade profession	1,2
	Literacy skills - able to read instructions, and maintain work related records	1,2		
	Able to work without supervision	1,2		
	Contribute positively to the work of the team	1,2		
	Follow simple instructions and procedures eg security systems and procedures	1,2		
	Able to communicate politely and tactfully with school premise users	1,2,5		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2	Able to demonstrate appropriate motivation to work with young people.	1,2
			Emotional resilience in working with challenging behaviours.	1,2
			Appropriate attitudes to use of authority and maintaining discipline.	1,2
Equality Issues	Able to identify some types of discrimination that commonly exist.	2		
Specialist Knowledge	Demonstrable knowledge of cleaning materials and techniques	1,2		

	Some knowledge of Health and Safety, including the COSHH regulations	1,2		
Education and Training	Willingness to undertake relevant training	1,2		
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken	1,2		

1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

CVs will not be accepted for any posts based in schools.