

Position	Site Officer
Reports To	School Business Partner and Headteacher

Job Profile

Job Purpose

To provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises, and loss of property through theft outside normal school hours.

To actively contribute to maintaining the school site and associated assets to ensure a clean, safe and well-presented environment at all times for staff, students and visitors to the school.

Key Responsibilities

1.0 Site Maintenance

Operate heating plant to maintain required temperatures. Carry out frost precaution procedures as necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.

Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.

Inspect the site and report to the School Business Partner on the need for repair and maintenance work. Undertake Emergency and first line repairs within capability.

To receive contractors to the site, ensuring safeguarding and health and safety induction procedures are adhered to, explain the nature of the repairs, and inspect on completion.

To ensure there is an adequate stock of cleaning materials and sundry items, reporting any consumables to be ordered to the School Business Partner.

Undertake the cleaning of outside hard areas e.g. Litter clearance, sweeping and other general ground maintenance responsibilities.

To undertake duties in connection with energy conservation e.g. meter reading and assist in monitoring energy use.

To undertake general and emergency cleaning as required. This ensures the flooring in the school hall, and other areas of the school are regularly cleaned and maintained as directed.

Undertake general maintenance and repair duties, including internal and external redecorations, in liaison with the School Business Partner.

2.0 Security

Ensure that buildings are locked and unlocked at appropriate times, setting and turning off alarm systems. Where appropriate, secure access to the school grounds to prevent trespass and the parking of unauthorised vehicles within the premises.

Carry out regular checks to the security and fire alarm systems, liaising with the School Business Partner to ensure these are conducted in accordance with statutory requirements and good practice.

Monitor all contractors on site, ensuring they are aware of relevant health and safety measures in force in the school.

In case of emergency, contact the appropriate emergency service(s) and provide them with access to the site.

Respond to out of hours emergency callouts, as necessary, to provide effective security arrangements.

3.0 Safety

Maintain equipment in a safe working condition and carry out mechanical repairs as necessary.

To carry out periodic audits and inspections, as they relate to building facilities, to ensure statutory compliance e.g. legionella water testing, emergency light testing.

Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

Monitor standards of cleaning provided by contract cleaning staff and report shortcomings to School Business Partner.

Collect and dispose of refuse across the school site. Ensure waste is disposed of in the appropriate trade waste bins and that confidential waste is stored securely for collection by the designated contractor.

Carry out routine checks on firefighting equipment and ancillary equipment e.g. automatic pumps, maintenance of batteries etc.

4.0 School Lettings

In liaison with the School Business Partner and Headteacher consider enquiries relating to the letting of the school building and site during the school day, evenings and weekends.

Participate in the security arrangements for unlocking and locking the school in relation to confirmed lettings at evenings and weekends.

Ensure that the area subject to the letting is organised and equipped in accordance with the hirer's reasonable instruction.

5.0 Other

To undertake portage duties, ensuring goods received into school are delivered appropriately and that any requests from staff colleagues for portage are responded to promptly.

To ensure furniture is installed/set up as appropriate and relocated as requested. This responsibility includes the daily layout of tables for lunchtime and periodically for school events, such as, assemblies.

To ensure designated areas of the school are set up to the highest standard possible and in line with requirements for events, such as, performances, assemblies, parent consultations and external lettings in liaison with the School Business Partner and Headteacher.

To undertake any other tasks or duties as may be reasonably required in accordance with the responsibility level of this position.

To liaise with the Student Services Manager, particularly in the absence of the School Business Partner and Headteacher (both part-time), to achieve the safe and effective operation of the school site.

To be willing to attend courses, take qualifications and undertake any training as appropriate to the role such as PAT testing, and Asbestos and Legionella Awareness.

To ensure compliance with all school policies and procedures and continually support and promote the Christian ethos of St Mary's Hampton CE Primary School.

Person Specification		
Specification	Desirable	Essential
Education and Training	PAT Testing: competent person with adequate electrical knowledge and training: supported by certification.	Education to secondary level (GCSEs or equivalent).
Knowledge and Experience	Previous similar role in an educational or commercial setting.	
Abilities and Skills	Analysis of tasks to identify the most appropriate way to address.	Good time management: to plan and prioritise a range of regular & irregular tasks
	High level of general building maintenance skills.	Strong DIY skills
		Ability to work effectively independently and as part of a team
	Enjoy varied work.	Outstanding attention to detail. Takes pride in the working environment.
		A good level of physical fitness.