



Bishop Chadwick
Catholic Education Trust

Site Officer

Grade: SCP 6

Responsible to: Headteacher / Senior Estates Link / Site Manager

Overall Objectives of the Post

To provide a caretaking and maintenance service to the site in relation to the building, cleaning, grounds maintenance, building maintenance, security and other services in line with guidelines.

Key Responsibilities

- Open and close the premises including security alarms.
- Attend out of hours emergencies as per rota with other Site Staff.
- Liaise with external providers to ensure compliance with SLA's and policies and procedures as directed by Site Manager / SLT.
- Support the Site Manager to identify areas of the site / building requiring improvements or action to ensure a quality provision for everyone.
- Undertake maintenance and reparation activities as directed by Site Manager and Headteacher.
- Proactively undertake maintenance and reparation activities when suitable and appropriate.
- Litter picking and undertake general building maintenance, minor repairs etc
- Ensure maintenance/monitoring of the CCTV and door entry systems.
- Maintain and keep up to date the asset register.
- Ensure all portable appliances testing (PAT) is carried out on an annual basis and the inventory of all electrical and ICT items is maintained to date.
- Carry out inspections of internal / external areas in accordance with health and safety.

- Check the operation of the fire alarm system on a weekly basis and maintain documentation in line with school system, to ensure compliance with health and safety and fire regulations liaising with SLT.
- Move furniture and equipment to suit the needs of the school.
- Quality assure any energy conservation measures.
- Be responsible for the auditing, ordering and maintaining of supplies within school management written system and liaise with Finance & Business Manager.
- Working with the Finance & Business Manager lead on the school's letting service, including site security and queries out of school hours.
- Support school operations and events with flexible start and finish times as required for the school calendar. This would include events such as, but not exclusive to, Parents' Evenings and Open Evenings.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.