

JOB DESCRIPTION: SITE OFFICER

Post Title: Site Officer

Grade: ME4/SP4 to ME7/SP15, £29,025 - £33,987 **(FTE)** depending on experience

Hours: 35 Hours per week / 52 Weeks per year, 1-Year Fixed Term (subject to review), with exciting long-term potential

Working Pattern: Monday to Friday, 7:30 am to 11:30 am and 2:30 pm to 5:30 pm (Flexibility required for evening/weekend lettings)

Responsible to: School Business Manager (SBM) and Headteacher

BACKGROUND

The Governors of St Teresa's are looking to appoint a Site Officer/Site Manager to join our friendly, hardworking team. We are looking for people who is enthusiastic, flexible and able to use their own initiative.

MAIN PURPOSE OF THE ROLE

To be responsible for all aspects of site management, encompassing a wide range of duties related to the fabric, grounds, security, and cleanliness of the school. The post holder will support the Headteacher and SBM by taking responsibility for the management and development of specialist site services, ensuring the environment is safe, welcoming, and conducive to learning. This includes overseeing external contractors and contributing to the planning, development, and monitoring of premises services and budgets.

CORE DUTIES AND RESPONSIBILITIES

1. Site Security and Access

- Key Holding: Act as the main registered key holder, responsible for the daily unlocking and locking of all school buildings, gates, and windows at specified times.
- Security Systems: Manage and monitor the provision of intruder alarm, fire alarm and CCTV; immediately report malfunctions and arrange repairs.
- Risk Mitigation: Carry out regular security checks and assessments of the grounds and premises to minimise risks from vandalism, arson, or intrusion.
- Daily Securement: Ensure all windows are closed, security shutters are lowered, and all gas/electrical appliances are safely switched off at the end of the working day.
- Emergency Response: Respond to emergency out-of-hours call-outs as necessary, liaising with the Police, Security, or emergency services.

2. Health and Safety Compliance

- **Policy Implementation:** Ensure that all working practices comply with the Health and Safety at Work Act, school policies, and national Codes of Practice.
- **Fire Safety:** Manage fire safety equipment, conduct weekly testing of fire call points/alarms, maintain the fire log, and schedule/report on termly fire drills.
- **Water Hygiene:** Undertake regular inspections for Legionella risk assessment, including monitoring water temperatures and the weekly flushing of infrequently used taps.
- **Hazardous Materials:** Maintain accurate COSHH records and ensure all cleaning materials, chemicals, and tools are stored securely away from children.
- **Climate Safety:** Provide safe access to the site during inclement weather by gritting or salting paths, playgrounds, and access routes in the event of snow, ice, or flooding.
- **Electrical Safety:** Ensure all portable electrical items are PAT tested annually and fuses are checked and replaced as required.

3. Premises Maintenance and Repairs

- **General DIY:** Carry out a wide range of minor repairs and maintenance tasks, including plumbing (unblocking drains/toilets/sinks, fitting washers), electrical (replacing bulbs/fuses/starters), and carpentry (erecting shelves/notice boards).
- **Scheduled Maintenance:** Operate a preventative planned maintenance programme, carrying out regular inspections of buildings, fixtures, fittings, and furniture to identify defects.
- **Specialist Equipment:** Commission and monitor the maintenance of non-IT equipment, including indoor/outdoor sports structures and EYFS activity equipment.
- **Redecoration:** Manage and execute a rolling programme of minor redecoration and refurbishment projects (e.g., painting individual classrooms).
- **External Fabric:** Carry out routine clearance of surface drains, gutters, and downpipes; jet wash access points as required.

4. Cleanliness and Environment

- **Contract Monitoring:** Supervise and monitor the performance of contract cleaners and grounds maintenance staff, ensuring standards meet the specified contract and reporting defects to management.
- **Grounds Upkeep:** Ensure all external areas (playgrounds, paths, and entrances) are kept free from litter, weeds, animal fouling, and debris.

- **Emergency Cleaning:** Carry out emergency cleaning in response to local accidents (e.g., sickness, spillages, or bodily fluids) using appropriate specialist procedures and hygiene precautions.
- **Waste Management:** Supervise the prompt removal of rubbish from the site, managing recycling and refuse areas in line with local authority policy.
- **Consumables:** Replenish all cleaning consumables (soap, hand sanitiser, toilet paper, hand towels, washing up liquid, dishwasher tablets etc) across the site daily and maintain sufficient stock levels.

5. Administrative and Resource Management

- **Internal Systems:** Check the school's internal communication system (Google Forms) daily for repair and maintenance requests to ensure efficient team cohesion.
- **Records Management:** Maintain the Premises Management System (Statlog) to 100% accuracy, recording all inspections, checks, and maintenance activities.
- **Asset Management:** Maintain and update the school's equipment and plant inventory/asset management list.
- **Budgetary Support:** Assist the SBM in monitoring premises budgets, obtaining quotes and tenders for major works, and preparing costed plans for repairs.
- **Utilities:** Record monthly meter readings for gas, electricity, and water; advise the Headteacher on energy conservation and control.

6. Porterage, Supplies, and Lettings

- **Deliveries:** Coordinate and manage the delivery of stock and heavy items, ensuring they are distributed to the correct departments or persons in a timely manner.
- **Logistics:** Move furniture and set out/clear away equipment for assemblies, evening meetings, school events, and class functions.
- **Lettings:** Liaise with hirers for site lettings, ensuring they are aware of emergency evacuation routes and health and safety requirements; remain available on-site during lettings as required.

7. Management of Contractors

- **Supervision:** Oversee any building or repair work on site, briefing contractors on school policies and ensuring they abide by all safety regulations.
- **Safety Oversight:** Ensure contractors occupy secure areas away from children and that their tools and equipment are never left in accessible locations.



- Project Liaison: Attend site meetings regarding major building projects and follow up on action points in consultation with the SBM.

8. General Professional Responsibilities

- Safeguarding: Comply with all policies relating to child protection, safeguarding, and confidentiality, reporting all concerns to the appropriate person.
- School Ethos: Contribute to the overall ethos and mission of St Teresa's, treating all users with courtesy and consideration.
- Image: Present a positive personal image, contributing to a welcoming school environment that supports equal opportunities for all.
- Professional Development: Recognise own strengths and areas of expertise; participate in training courses and meetings necessary to maintain professional knowledge.

PERSON SPECIFICATION: SITE OFFICER / SITE MANAGER

Criteria	Essential Requirements	Desirable
Qualifications	Good literacy and numeracy skills (Level 2/GCSE English and Maths equivalent).	NVQ Level 2 or higher in a relevant trade or discipline. First Aid certificate.
Experience	Significant experience in a maintenance or caretaking role, including DIY trade skills (plumbing, carpentry, or decorating).	Experience of working within a school setting or similar establishment. Experience of supervising staff or contractors.
Knowledge	Full working knowledge of Health & Safety, COSHH, Manual Handling, and Legionella regulations.	Understanding of energy conservation and building management systems.
Technical Skills	ICT Literate: Ability to use email, Google Forms, and maintenance software such as Statlog.	Ability to prepare and follow complex risk assessments in relation to the premises function.
Physical Ability	Ability to perform physical tasks including lifting, carrying, and pushing equipment; ability to work at heights using appropriate equipment.	Full valid UK Driving Licence.
Personal Attributes	A "can-do" approach with a commitment to the school's core values of Love, Trust, Teamwork, and Ambition.	Sound planning and negotiating skills to achieve best value for money.
Competencies	Self-motivated and proactive; ability to work constructively as part of a team and use initiative to solve problems.	Ability to gather information, analyse data, and produce reports for senior management.
Safeguarding	Must undergo an Enhanced DBS check and adhere to all safeguarding and equal opportunities policies.	

Signed (Post Holder): _____ Date: _____

Signed (Headteacher): _____ Date: _____