

JOB TITLE: SITE OFFICER/CARETAKER

GRADE:

RESPONSIBLE TO: MAT SITE MANAGER

HOURS OF WORK/WEEKS PER YEAR: 25.5 hours per week/44 weeks per year

PURPOSE AND SCOPE

- To ensure that the school premises and site are safe, appropriately maintained and cleaned, and fit for purpose.
- To ensure the security and accessibility of the school premises and site, including opening and locking up of the school and the operation of fire and burglar alarm systems.
- To provide a flexible service that ensures the efficient and effective running of the premises and site to fulfil all uses of the school facilities.

ORGANISATIONAL RELATIONSHIPS

The post holder is line managed by the MAT Site Manager, but will also be required to liaise with the Headteacher/Head of School and School Finance Officer on a day-to-day basis.

MAIN DUTIES AND RESPONSIBILITIES

Cleaning

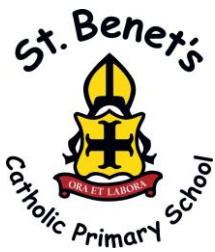
- Daily cleaning of the school buildings and site to a good, hygienic standard.

Security of school premises and site

- The post holder has a 24 hour main key holder responsibility for the security of the school premises and site. They are the first point of contact in an emergency callout. Within this requirement, the hours of attendance at work will be determined by the needs of the school and out-of-hours uses of the facilities, and agreed in advance with the MAT Site Manager and Headteacher/Head of School.
- Security responsibilities include:-
 - opening, closing, locking and unlocking of school buildings and gates;
 - setting and un-setting alarm systems and monitoring and administering CCTV systems;
 - locking of all windows and doors and drawing of blinds/curtains;
 - security marking equipment as requested.

Maintenance, cleanliness and safety of school premises and site

- Carry out general maintenance as directed by MAT Site Manager. These to include, for example:
 - minor or temporary repair of doors, windows, toilet seats and flushes, furniture and fencing/boundaries;
 - replacement of light bulbs;
 - emptying and disinfecting bins;
 - clearing of gutters and disinfecting drains;
 - daily visual check of roofs for pooling, loose tiles, plant growth;
 - keeping external areas free of graffiti, litter, leaves, ice and snow;
 - grounds maintenance not included in a contract to ensure site has an attractive appearance;
 - making safe and/or cordoning off hazardous areas as required;



- internal and external painting decoration within a programme of site maintenance.

- Ensure all fire precautions procedures are undertaken and recorded as appropriate, including, for example:
 - maintaining clear passage of fire escape routes;
 - provision of fire drill notices;
 - appropriate checks of fire equipment;
 - ensuring annual review and update of fire risk assessment.
- Inspection of emergency lighting, alarm points and water temperatures, as agreed with MAT Site Manager.
- Daily inspection to make sure all equipment is safe, ensuring removal of dangerous material or equipment within the school takes place.
- Ensure correct distribution and storage of delivered equipment and materials.
- Ensure safe and correct operation of mechanical and electrical (M&E) plant, including:-
 - monitoring and setting of heating controls and boilers;
 - ensuring areas are maintained and free of flammable material;
 - awareness of location of all M&E plant including stopcocks, distribution boards and meters;
 - reporting any faults to the MAT Site Manager that cannot be resolved on-site.
- Clean and tidy designated areas within school building, as agreed with MAT Site Manager and Headteacher/Head of School.
- Ensure availability and upkeep of all equipment and materials necessary to undertake the duties of the post, in liaison with the MAT Site Manager.

Other duties

- Prepare, open and close premises for school events.
- Maintain caretaker/cleaning lockers, cupboards and office in tidy and clean condition.
- Set all school clocks to correct time.
- Awareness of Health and Safety legislation in undertaking duties.
- Due regard in carrying out duties, to safeguarding and promoting welfare of children and young people, following school's safeguarding policy.
- Due regard to school's equal opportunities policy in carrying out duties.
- Participate in training and other professional development, including appraisals, as directed by MAT Site Manager and advise Site Manager of any training needs required to fulfil the above duties.
- Undertake other similar duties appropriate to the grade and range of post that may reasonably be required by the Headteacher/Head of School and MAT Site Manager.

SPECIAL CONDITION OF SERVICE

The nature of this post means candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offender Act 1974 (Exemptions) Order 1972, as amended. Candidates are required to give details of any conviction on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, in consultation with the postholder to reflect the changing needs of the school.