

Oakgrove School

JOB TITLE:	Compliance and Site Officer
DEPARTMENT:	Site
RESPONSIBLE TO:	Site Manager
GRADE:	6
CONTRACTED HOURS:	37
CONTRACTED WEEKS:	52

JOB PURPOSE

Work within the site team based at Oakgrove School which comprises of the Site Manager, three Site officers. The site consists of Oakgrove Primary and secondary schools. The primary purpose of this role is to participate in ensuring efficient compliance maintenance, servicing and repair of the school premises so that it remains a safe environment.

KEY RESPONSIBILITIES:

- Lead on statutory servicing and reporting
- Responsibility for accurate and timely record keeping and reporting of weekly and monthly checks such as L8 flushing, plant room and alarm tests, fire safety checks and logs, emergency lighting tests. Ensuring that remedial works are carried out where necessary.
- Manage records, information, and data, via the Trust compliance system
- Manage all fault reporting via the Trust compliance system
- Assist in the termly inspection to ensure that requirements of School's Health and Safety Policy are met.
- Report to the Site Manager any defects affecting health and safety of persons on the site and when practicable, make safe and isolate hazards.

OTHER REGULAR DUTIES:

- Provide a portorage service on the site.
- Maintenance of a litter free environment both inside and outside the buildings
- Attend to the opening and/or closing of the premises at designated times
- Be acquainted with the work of contractors on site, allowing such reasonable access as may be required and monitoring the work in progress.
- Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage
- Report defects in buildings, furniture and fittings.
- Read meters as necessary and maintain approved records including any concerned with energy conservation matters.

AD-HOC DUTIES:

- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage under the direction of the Site Manager or Headteacher.
- Any other reasonable duties as required.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated _____

Signed by Post Holder: _____

Signed by Line Manager: _____