**JOB DESCRIPTION**

**Job Title:** Site Officer for Rowdown Primary School

**Salary:** Grade 5, Scale Point 13 - 15 (£24,903- £25,809) for 36 hrs/week, 52.14/wks

**Hours/Weeks: 36 per week – all year round.**

**Special Conditions:** Annual holidays to be taken during school holiday periods.

Occasional requirement to work outside of core school and working hours.

**Responsible to:** Finance and Business Director.

**Overall Purpose of the Job**

To maintain the school’s site, buildings and other infrastructure to ensure safe and secure operation at all times.

With the assistance of the Finance and Business Director select the provider for services for the school following Best Value principles.

Working constructively as part of a team, understanding academy roles and responsibilities, and fully participating in the life of the academy

**Specific Areas of Responsibility:**

**Premises**

Liaising on behalf of the school, with contractors and suppliers with regard to site, buildings and plant issues. Liaising with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

Ensuring all relevant procedures, school site requirements and ‘safeguarding regulations’ are met by contractors.

Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.

Inspecting the site to identify building defects (service, repair, decoration), the initiation and

progression of works orders and the maintenance of appropriate records.

Advising the Finance Director when work is completed by contractors so that invoices can be passed for payment where satisfactory.

Inspecting and carrying out repairs as qualified and the upkeep of decorations and reinstatements to fabric and other fittings where appropriate.

Termly visual checks of electrical appliances.

Replace bulb, tube, diffuser, starter, light fittings where accessible and practicable.

To operate the heating boilers, hot water and cold water supplies.

Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness.

Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

To discuss and identify with the Finance Director minor building and decorating work to be done.

**Grounds**

Maintain a litter-free environment as far as are practicable, empty external waste bins and remove internal rubbish as necessary.

Liaise with Grounds Maintenance Contractors and monitor implementation of the grounds

maintenance contract.

Clear snow to main routes of access/egress as far as is reasonably practicable.

Order resources required and salt main pathways to ensure safe access/egress for pupils and staff.

**Energy**

Care and operation of the heating plant and general cleanliness of the boiler house.

The reporting of any defects to the appropriate strategy.

Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

**Health and Safety**

In liaison with the Finance Director, ensure the school is compliant with Health and Safety regulations.

Organise annual PAT testing for all electrical equipment, and also all other regular servicing and testing of school equipment and infrastructure.

Maintenance and testing of plants and equipment including fire equipment, water testing etc.

Maintaining an up to date list of all hazardous substances and where they are located.

**Emergencies**

* Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
* Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
* Ensuring access, assist and secure premises for all emergencies services as necessary.
* Cleaning sickness, etc and spillage’s as required.

**Other duties**

Administering lettings, ensuring that lettings agreements are in place. Assisting hirers and supervising premises during lettings.

Receipt and porterage of light goods and materials, including the delivery of milk and fruit to storage points.

Setting out and clearing of furniture for assembly and other functions as required.

To arrange the movement of furniture and other heavy teaching equipment as required, provided that reasonable notice has been given.

Organisation of and participation in the moving of furniture and deliveries

Arrange for contractor to deal with all electrical, gas, water or any other installation emergencies.

Dealing with emergency situation rapidly and effectively. Responding to emergency call outs.

Other such tasks, appropriate to the grade, as allocated by the Finance Director, Executive Head teacher and Head of schools.

**Special conditions**

Annual leave to be taken during school holiday periods with the agreement of the Finance & Business Director.

Daily pattern of hours may vary in line with school requirements.

To participate in the operation of the School’s Appraisal Scheme.

The post holder must at all times carry out his/her responsibilities with due regard to the School’s policy, organisation and arrangements for Health and Safety at Work.

**PERSONNEL SPECIFICATION**

**Qualifications**

Good general education

Use of Computer

**Experience**

Working with machinery and chemicals

Experience of DIY

**Training**

Willing to undertake Health, Safety, System and Procedure regulation training as

required, including COSHH, IOSHH, Manual Handling, Asbestos, Fire Safety

**Special Knowledge**

Awareness of general Health and Safety

Ability to provide good quality DIY

Lone working procedures and responsibilities

**Circumstances**

Flexible working patterns to meet core needs of the school

Ability to work evenings and weekends

Ability to work during school holidays

**Disposition**

Dependable, Honest, Hardworking, Values driven, Commitment to communicating with whole school community (including our parents and young people) and contributing to the school vision.

Reliable and show good time keeping and efficiency.

Demonstrate a sense of pride and care.

To be able to work as part of a team.

**Practical and Intellectual Skills**

To be able to use machinery

Ability to follow statutory guidance and policies

Ability to follow instructions and act upon feedback

Be able to organise own work load and use initiative

Can prioritise own work load and deliver to deadlines

**Legal Requirements**

Enhanced DBS Clearance