

Site Technician

**Job Description**

**Hours:** 37 per week, flexible working is required to support routine letting and adult education including regular Saturday work

**Accountable to:** Cluster Premises Manager

**Accountable for:**

**PURPOSE OF JOB**

To work under the direction of the Principal or nominated member of senior staff, to provide a comprehensive service ensuring that UTC buildings, facilities, and site services are operated to specific standards and in line with Health & Safety procedures.

* Management responsibilities
* Serious problems will be dealt with by the job holder with the support of Principal and Governors
* All duties will be carried out within recognised procedures
* There will be a need to interpret information and to resolve a range of differing problems
* First point of contact for a range of contractors and visitors to the UTC
* Supervise and own responsibility for all site based operational activities
* Support other Academies within Aldridge Education South East Cluster as directed by Cluster Premises Manager

**PRINCIPAL ACCOUNTABILITIES**

**Cleaning & Janitorial**

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| * To promote and ensure cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment. |
| * To ensure all aspects of cleaning within the UTC and on site are completed appropriately in line with Health & Safety guidelines. |
| * To complete daytime ad hoc cleaning as dictated by UTC use appropriately in line with Health & Safety guidelines. |
| * To complete restocking of toilet consumables throughout the school day appropriately in line with Health & Safety guidelines. |
| * To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with Cluster Facilities Manager and within an agreed budget. |
| * To ensure access is provided to cleaning/contractors' staff and lettings within approved times. |
| * To supervise cleaning staff or monitor cleaning contracts staff, and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment. |
| * To perform cleaning tasks and activities as directed (including floor maintenance, carpet cleaning and window cleaning). |

**Grounds Maintenance**

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| * To ensure the school grounds are constantly in order and report if contractors are not carrying out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors. |
| * To perform minor grounds maintenance tasks such as weeding, grass cutting and pruning to keep the school in a safe state and to help control major expenditure in the future. |
| * To ensure all entrances, exits, footpaths, playgrounds and car parks are so far as reasonably practicable safe ensuring access to and egress from and around the UTC. Including winter gritting & snow clearance. |
| * To supervise the Grounds Maintenance Sub-Contractor to ensure H&S guidelines are being adhered to and that all contracted tasks are completed in-line with the sub-contractor’s scope of works and schedule. |

**Porterage & Deliveries**

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| * To monitor, order and take delivery of Facilities consumables and equipment to ensure stock levels are adequate and ordered in liaison with the Cluster Facilities Manager within an agreed budget. |
| * To take delivery of UTC equipment, resources and stock ensuring they are stored securely until delivered to the appropriate department. |
| * To provide porterage duties in and around the UTC. |
| * To move and setup furniture as required, including exam set-ups. |

**General Maintenance**

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| * To perform minor repairs such as plumbing, basic electric's (i.e. plugs, light bulbs, fuses) carpentry to keep the school in a safe state and to help control major expenditure in the future. |
| * To inspect school equipment as specified, and to carry out maintenance to UTC buildings. This may include decorating, carpentry, plumbing, and electrical repairs such as directed and within capabilities and specific skillset. |
| * To ensure heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures. Ensure monitoring of Building Management Systems. |
| * To ensure all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required. |

**Planned Preventive Maintenance (PPM) (Inc. Statutory Testing)**

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| * To perform statutory testing and planned maintenance in-line with current regulations and guidelines. Duties will include, but are not exhaustive to, Water Flushing of little and unused outlets, Fire Alarm Testing, Emergency Lighting Testing, Fire Door maintenance and general asset monitoring. |
| * To manage and record all PPM and develop processes and procedures to ensure all faults and issues are clearly identified, recorded and actioned. |
| * Supervise supply chain partners effectively. |
| * Maintain accurate site sub-contractor contract administration files and monitor the UTC’s PPM Logbooks. |

**General**

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| * To work with the Cluster Facilities Manager to train and retain new facilities staff, and to assist with the recruitment of new staff, in order to ensure an effective workforce can carry out the service required. |
| * Take such measures as appropriate to protect the school and its contents. |
| * First point of contact for a range of contractors and visitors to the UTC. |
| * To liaise on a daily basis with the Cluster Facilities Manager to discuss any areas of concern and to decide on the order of work required to be carried out by the post holder or contractors. |
| * To liaise with outside contractors to obtain quotes, check workmanship, and to ensure the work they carry out is to the satisfaction of the Cluster Facilities Manager. |
| * To uphold the UTC’s policies for anti-discriminatory practice and equality of opportunity. |
| * Carry out regular monthly reviews in conjunction with the Cluster Facilities Manager. |

**Minibus Duties**

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| * To drive the minibus (once completing an authorised minibus test), to assist in school trips and the transportation of students. |
| * To assist the dedicated minibus drivers in the maintenance of the school minibuses, carrying out weekly safety checks such as oil, tyres, lights, and seatbelts. Liaising with local garages when required to ensure the vehicles are serviced regularly and that MOT's are carried out annually ensuring the legality and safety of all concerned. |
| * To assist the dedicated minibus drivers in the monitoring of fuel levels, order fresh supplies as necessary and keep a record of the same. |

**Site Security & Out of hours (Inc. Holiday Periods / Core School) Duties**

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| * To comply with regulations relating to testing, security and confidentiality. |
| * Take such measures as appropriate to protect the school and its contents. |
| * To be 'on-call' in the event of an emergency during school closure times. (Although a member of staff should not be expected to attend an emergency on site alone, dictated by risk assessment) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident. |
| * To be a main key holder for the school premises, responsible for both the routine and emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets. |
| * To undertake specialist training as required to ensure all Site Technician duties can be delivered, such as First Aid Training, for H&S during holiday periods for in-house staff, sub-contractors and for third party lettings. NB/ For third party lettings, involving children and for large events, PACA will require those letting the premises to provide adequate first aid provision. |
| * To manage third party lettings, acting as the first point of contact for those using the UTC’s premises, whilst ensuring they comply with their Letting Terms and Conditions. |
| * Shift work and cover will be expected to be organised and carried out when necessary, limiting overtime and additional costs. |

**General H&S**

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| * To perform risk assessments and continuously monitor the School grounds & premises to ensure that Health & Safety standards are maintained. |
| * To perform risk assessments for all general Site Technician duties and tasks, whilst ensuring dynamic and written task specific Risk Assessments (dependant on Risk Level), for all additional works. |
| * To use suitable access equipment for various maintenance tasks once trained and deemed competent. Access Equipment to be inspected and maintained to current regulations and guidelines. |
| * To maintain all PPE and inform the Cluster Facilities Manager of any additional requirements. |
| * To complete all COSHH assessments and ensure all data sheets are kept locally with the chemicals and that all guidelines are followed, inclusive of general use, PPE, first aid procedures and storage requirements. |
| * Ensure all UTC processes and procedures are followed including: * Permit to Work Systems * H&S Reports * UTC Management & Safe Working Procedures for H&S and Environmental. |
| * Be conversant with all statutory compliance processes and procedures. Comply with all UTC, Authority and regulatory statutory Health & Safety procedures and ensure all log books and documents are up to date. |

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| **Vision and Strategic Direction** | * To be fully committed to delivering the vision and priorities of the Aldridge Foundation and the UTC’s Principal in terms of a high performing, outstanding school for the Portslade community. * To be totally committed to ‘unlocking potential’ and securing success for all learners attending the UTC. * Model the entrepreneurial traits of having a determination to succeed and a positive attitude to your work. You will endeavour to instil these attitudes in colleagues and students. |
| **Learning** | * To ensure that there is a safe and clean learning environment for students and staff to work effectively at all times. * To provide support for staff in terms of moving equipment and resources as necessary. * To support the building of the new ethos of learning at PACA – so that we can unlock potential and ensure success for all. |
| **Support & Guidance** | * To contribute to the professional development of colleagues. * Contribute to the development of others by sharing professional learning, expertise and skills. * Undertake any necessary professional development as identified in the UTC Improvement Plan by taking full advantage of any relevant training and development available. |
| **Contributing to our Learning Community** | * To support the building of the new ethos of learning at PACA – so that we can unlock potential and ensure success for all. * Be consistent in the delivery of all the UTC’s policies and practice. * Be a role model for students through personal presentation and professional conduct. * Work in accordance with current Health and Safety requirements; Governing Body, DFE and Government policies. * Maintain confidentiality inside and outside the UTC. * Perform particular duties in accordance with directions by the Principal to ensure student safety. |
| **Self Review and self evaluation** | * Contribution to the UTC’s process of self review/evaluation e.g. commitment to CPD, self evaluation, Performance Management, etc. * Participate in training and other learning activities as required. * Recognise own strengths and areas of expertise and use these to advise and support others. |
| **Partnerships and Collaboration** | * Establish effective working relationships with professional colleagues and associate staff. * Liaise effectively with students, staff, parents and other interested parties |

This job description sets out the main duties of the post. The post holder is required to take on any other reasonable tasks at the discretion of the Principal, which will change as the UTC develops. These responsibilities will be discussed annually as part of the post holder’s Annual Performance Review and are subject to review.

Compiled by: M Dawson Date: June 2017

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