

Job Description-Support Staff

Job Title	Site Staff
Name of Post holder:	
Responsible to	Headteacher via the Site Manager
Establishment/ location	Wood Green School, Woodstock Road, Witney OX28 1DX
Review date of Job Description	Feb 18
Grade/salary	Local Government Service Grade 4 plus possible shift allowance
Hours/working time	37 hours per week all year (full time) plus possible overtime available to work occasional weekends
Purpose of Post	To support the Site Manager as part of a team and provide a key role in maintaining the School site. To undertake general maintenance and development of the School premises and grounds and provide security and caretaking services when required

Caretaking and Associated Duties, Internal and External

As part of the site staff team:

- Be pro-active in ensuring satisfactory levels of caretaking, cleanliness and hygiene are maintained throughout the whole of the premises
- Use own awareness to report or deal with general site maintenance issues during regular walk rounds
- To undertake a range of repair, maintenance and refurbishment tasks which might include, for example:
 - Clearing rooms in preparation for refurbishment
 - General painting and decorating work including preparation tasks
 - General carpentry work, e.g. making and fitting shelves, work surfaces and repairing/adjusting doors etc.
 - General plumbing maintenance, e.g. repairing leaks, changing tap washers, removing blockages etc.
 - Re-glazing windows
 - Working at heights using the appropriate safety equipment to clean/replace windows, clearing guttering etc.
 - Changing light bulbs and fluorescent tubes
- Undertaking maintenance work on the school grounds, including:
 - Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and ensure they are free of litter and weeds, and emptying bins
 - Assist with ensuring paths, drives and external hard surfaces are gritted and salted when required during wintry conditions
 - Using relevant machinery to cut grass
 - Pruning bushes around the site

- The site staff team will, in emergencies:
 - Deal with or arrange to be dealt with bursts, leaks, floods, fires and breakages as appropriate
 - Deal with or arrange to be dealt with, electrical and gas emergencies, making safe initially by turning off supply
- Undertake the general and emergency cleaning of some areas of the School as directed and if required provide emergency cover for any absence of the cleaners i.e. dusting, vacuuming, cleaning toilets, emptying bins etc.
- Moving deliveries, furniture and heavy equipment around the site in line with manual handling guidance
- Undertaking regular physical checks of the buildings and fire equipment, reporting possible sources of risk to health and safety and urgent repairs or faults to the Site Manager
- Assist in water hygiene testing and recording readings
- Ensuring the safe storage of chemicals, materials, tools and equipment
- To undertake any of the duties of a Caretaker as necessary

Security

As part of the site staff team:

- Be a designated key holder. This will require the post holder, on occasion, to be called out of hours to deal with emergencies, e.g. fire, floods, break-ins etc. A key holder is not required to be available on all occasions when called, but should be available on the majority of occasions
- To open the buildings at the commencement of the morning shift, carrying out a physical check of the buildings. To lock up at the end of the evening shift ensuring the buildings are clear, secure and alarms are set
- Undertake regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Be on alarm call out list
- Liaise with emergency services where appropriate
- Provide assistance and advice as necessary to external contractors working on site ensuring they conform to the School health and safety policies
- Be part of the site staff team who undertake lettings and carry out associated tasks. Attendance at non-regular lettings and weekends where necessary
- Provide emergency access to the school site

In addition to the above duties

- To work within a shift system.
- To supervise and assist cleaning staff in the absence of the Site Manager.
- To meet and greet hirers of the site outside of school hours and act as point of contact to members of the public
- Be able to access the school IT system when required for work schedules, updating records and the use of email

GENERAL ACCOUNTABILITIES

General Duties	<ul style="list-style-type: none"> Undertake any necessary training Attend staff meetings where relevant
Health and Safety	<ul style="list-style-type: none"> To have due regard for health and safety in the workplace To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy Co-operate with health and safety requirements Report all known defects Use, but do not misuse anything provided for your health, safety and welfare Do not undertake unsafe acts Inform Head of Establishment of any 'Near-Misses' Be familiar with the emergency action plans for fire, first aid and security issues Undertake specific designated duties regarding emergency evacuation Raise health and safety and environmental issues with students Promote and ensure the health and safety of pupils, staff & visitors (in a accordance with appropriate health & safety legislation) at all times
Organisational Effectiveness	<ul style="list-style-type: none"> Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need
Child Protection	<p>Responsibilities and Accountabilities</p> <p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p>
Standards and Quality Assurance	<ul style="list-style-type: none"> Support the aims and ethos of the school as identified in the staff handbook Promote and model good relationships with pupils, colleagues, parents and visitors Set a good example in terms of dress, punctuality and attendance. Participate in training and take a lead in own professional development Participate in the School's staff appraisal process
Notes:	<ul style="list-style-type: none"> Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification – Caretaker

Criteria	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> • Good basic numeracy and literacy skills • Caretaking/site keeping or maintenance experience in a school or similar environment • Ability to use a computer, Microsoft Word, Excel, email etc. and/or a willingness to learn 	
Knowledge and Skills	<ul style="list-style-type: none"> • Handy person or DIY skills are essential • A good level of general maintenance skills, including basic carpentry, plumbing and decorating • Knowledge of Health & Safety procedures and precautions • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to work flexibly according to the needs of the team on a particular day • Willingness to participate in development and training opportunities • Full driving licence 	Willingness to undertake training in immediate basic first aid
Personal Characteristics	<ul style="list-style-type: none"> • Good communication skills • A commitment to provide work of a high quality • High levels of motivation, flexibility and reliability • Be prepared to cover shift patterns during staff absence at short notice • The ability to establish good working relationships with a wide range of people including staff, students and contractors • A good understanding of the role of those working in a child care setting with regard to promoting and safeguarding the welfare of young people and a clear commitment to acting at all times in the best interests of the health, safety and welfare of young people • A sense of humour and perspective 	