

JOB DESCRIPTION

JOB TITLE	SENIOR SITE OFFICER
SCHOOL	KINGSBURY SCHOOL
GRADE	Grade G - £20,541 - £23,111 pa. Full time, all year round.
HOURS	37 hours a week. 8.00am – 4.00pm - Monday to Thursday and 8.00am – 3.30pm Friday Flexibility will be required to support the school during the school day and with evening lettings. Some weekend work may be required.

Job Purpose:

Through the day-to-day direction of the Trust's Estates and Facilities Manager (and the headteacher as required), as a professional team member, take responsibility for all activities associated with the delivery of an effective and efficient site services function connected with the care, cleanliness and security of the whole school site (buildings and grounds) for students, staff and visitors and implement the planned preventative maintenance programme (PPM).

Main Duties and Responsibilities:

1. Responsible for the security of the buildings and grounds including routine and non-routine opening of the premises and setting of alarms.
2. Ensure the whole site is kept free of all litter and rubbish including fallen leaves. Complete a full perimeter check of the site each day and remove any hazardous objects.
3. Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking.
4. Be responsible for reporting and arranging all repairs and maintenance needs outside of this job description, progress chasing and reporting on delays to the Trust's Estates and Facilities Manager. Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Trust's Estates and Facilities Manager. Be responsible for signing job completion/customer satisfaction notes as required by the Trust, checking that contractors vacate the site on completion and ensuring that charges made are in accordance with agreed scheduled rates as appropriate.
5. Inspect all play areas and equipment and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed.

6. Deal with instructions received regarding lettings and other school events, by liaison with the Trust's Estates and Facilities Manager /appropriate member of Trust staff, prepare for these activities and clear up at the end of the letting.
7. Take delivery of materials and equipment, and after school and when the school office is closed, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required.
8. Be responsible for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Trust's Estates and Facilities manager.
9. Be responsible for ensuring all shifts are always covered and making the necessary arrangements to cover shifts where necessary, this could mean personally covering the shifts, which could include split shifts.

Planned Preventative Maintenance

10. Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons, etc. and reporting where further action is necessary.
11. Establish an appropriate inventory control system to ensure availability of adequate supplies of fuel, and materials to undertake the duties of the post
12. Safely store repairs and maintenance consumables and recording items on a COSHH register
13. Undertake and record regular health and safety premises routines including fire alarm checks, asbestos, water flushing, water temperatures, emergency lighting and keep up to date with training as required.
14. To ensure that the regular Legionella testing is carried out as part of the statutory testing package as agreed by the Trusts Estates and Facilities manager.
15. Keep tools in good working order and store them safely.
16. Undertake a full site walk on a daily basis. Report any major security or health and safety concerns to the Trust's Estates and Facilities Manager.
17. Take utility meter readings on a monthly basis.
18. Test the fire alarm, lift alarms and intruder alarm on a weekly basis and immediately report any defects to the Trust's Estates and Facilities Manager.

Handyperson Duties

19. Undertake minor repair and maintenance work, including: -

- a. Carpentry: Refitting wipeboards and pinboards, replacing door and window furniture, easing doors, etc.
 - b. Plumbing: Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps, and sumps are kept clear and disinfected.
 - c. Electrical: Fitting of plug tops, replacing plug fuses, light tubes, bulbs and starters.
 - d. General: Minor plaster repairs, minor repairs to floor covering, paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs, replacing light fittings/bulbs.
 - e. Painting: Liaise with the Trusts Estates and Facilities manager regarding the painting programme as required.
20. Undertake limited grounds maintenance duties which are not included in any of the Trust's grounds maintenance contract specification including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. The general litter/glass, etc. clearance from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.
21. Responsible for working with the Trust's Estates and Facilities Manager to create a rolling programme of premises maintenance works.

Cleaning & Monitoring

22. Check all cleaning work undertaken by the school cleaning team. Report any concerns to the Trust's Estates and Facilities Manager.
23. To maintain working relationships with the cleaning team in order to maintain the high standard of service.
24. To ensure that the cleaning team has access to areas of the site which are to be cleaned.
25. To ensure that all cleaning equipment is safely stored by the cleaning team.
26. To ensure staff and student toilets are regularly checked and maintained to the highest standards.

General

27. Check jobs required for completion on a daily basis.
28. Attend weekly meetings with the Trusts Estates and Facilities manager.
29. Raising orders/quotes to be passed to the Trusts Estates and Facilities manager for approval.

30. During periods of inclement weather keep paths, steps, walkways, car parks and plant areas clear of snow and ice, using and ordering salt and grit as necessary.
31. Undertake aspects of cleaning including windows as required.
32. Undertake general gardening duties as required and general grounds maintenance such as cutting back small branches to ensure pathways are kept clear.
33. Order, move, light, refuel and arrange return of temporary heaters as necessary.
34. Act as a key holder to the site and respond to the security provider in the event of alarm call outs outside of normal working hours.
35. To be present on the school site by 6.00am, on occasions of severe weather in order to assess the conditions. To then make direct contact with the Head Teacher and Trust's Estates and Facilities Manager who will decide if the site is safe to be opened.
36. Carry out procedures in the event of emergencies and provide assistance with general enquiries relating to the use of the site.
37. Be available as a designated minibus driver as and when required for occasional ad hoc journeys or deliveries.
38. Undertake all necessary training required by the Trust.
39. Undertake work during school holidays as defined by the Trust's Estates and Facilities Manager
40. You may be required to work in any of the employer's academies for temporary periods.
41. Any other duties and responsibilities within the range of the salary grade.
42. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures
43. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.

Responsible for: Site Services Assistant (Assistant Caretaker)

Responsible to: Trust's Estates and Facilities Manager

Date Reviewed: May 2018