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| **cid:image001.png@01CA9E6A.FD54B730** | **EDMONTON COUNTY SCHOOL**  **JOB DESCRIPTION** |

**POST: Site & Lettings Operative**

**RESPONSIBLE TO: Site Manager, ultimately the Headteacher**

**Purpose: To provide under the supervision of the site manager, an on-going support to the site team to ensure a clean, safe and efficient environment.**

**Duties:**

To work as requested by the site manager on tasks which could include any of the following.

1. **Cleaning**
2. Carrying out emergency cleaning measures, e.g. following storms, break-ins, vandalism, spillages, vomit and graffiti.
3. Cleaning toilet areas during school day as appropriate
4. To remove litter from playgrounds, paths, grassed areas and shrub beds of the school.
5. The collection and disposal of recycling
6. To remove weeds from paved areas, playgrounds and hard surfaces.
7. Ad Hoc cleaning of windows and fascia’s where required.
8. **Security of premises and site.**
9. Assisting in the opening of the school premises at an appropriate time, as required, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
10. Assisting in securing the premises at the end of the day, as required. Checking that all occupants have vacated the site, ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates.
11. To report acts of trespassing to the headteacher, local authority or police as appropriate.
12. To be responsible for opening the site on Saturdays and supporting the schools’ lettings programme.
13. **Porterage and general duties**
14. Remove, layout, stack and transport furniture and equipment within the school. As and when required.
15. Receive, store and distribute stores, materials and other goods delivered to the school, as directed.
16. Ensuring safe pedestrian access to the site by the removal of snow, ice and leaves on paths and between buildings, spreading rock salt if necessary.
17. Assisting the site team with the lettings provision, and helping to prepare the site before and after each booking.
18. Undertaking minor maintenance tasks including painting and hanging of posters and wall boards.
19. Assist the site team with any further scale appropriate such tasks as directed by the Site Manager.