

SITE AGENT JOB DESCRIPTION

Post: Site Agent

Grade: Scale 4 point 7 £27,357

Hours: 40 hours per week - 08:00am – 5.00pm (you may be asked to work outside of these hours)

Responsible to: Facilities Manager

Job Purpose

To ensure the school site is well-maintained, safe, secure and clean at all times, and to liaise with the Facilities Manager. The post holder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, for portorage, minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated.

Responsibilities / Duties

To support the Site Team with the day-to-day operation of Site maintenance. This may include (but is not limited to):

1. To open and closing the premises as required and to be responsible for general security of the site. In this connection, the school site agent may be called out in unsocial hours or at weekends to deal with security problems.
2. To assist opening and closing of the gates at the designated times during the day.
3. To meet and attend to all contractors visiting or working on the site.
4. To carry out errands as directed by the Facilities Manager.
5. To provide a portorage service on the site.
6. To oversee, as instructed, the efficient working of heating plant and lighting.
7. To read meters as necessary and maintain approved records including any concerned with energy conservation matters.
8. To undertake specified indoor cleaning duties, including surfaces of windows when required.
9. To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds. Including general gardening, weeding and cleaning windows.
10. To note and report as necessary on matters affecting the health and safety of persons on the site.
11. To undertake repairs and maintenance of furnishings and buildings as agreed with the Facilities Manager.
12. To keep paths, access points and entrances free of moss, snow and ice to ensure safe passage.
13. To assist with Site reports and updating inhouse work management system.
13. To maintain an accurate record of works and directed work.
14. The reporting of defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Facilities Manager.
15. The replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
16. With regard to lettings, to carry out security duties and associated cleaning when required.
17. To be prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
18. Car park to be kept clear from glass, debris and litter.

19. Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.
20. H&S monitoring: - Legionella – Weekly flushing of the showers and record keeping. Fire – weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping and facilitate fire drills.
21. Asbestos – ensuring contractors read and sign the asbestos register prior to commencing any work. Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified to the Facilities Manager. Daily / weekly playground inspections ensuring the equipment is safe for use by pupils and reporting any issues to the Facilities Manager.
22. General tidiness, safety of the school grounds/fields. Litter picking, weeding, leaves etc.
23. Furniture and resources to be set out and put away as and when required. This would also include setting up for public exams and lettings.
24. Store cupboards – ensuring these are kept clear and tidy and overall good housekeeping.
25. Handyman duties – responsible for ensuring repairs and maintenance duties are undertaken such as painting, repairs & maintenance of fixtures and fittings, erecting shelves and notice boards, simple plumbing repairs. To ensure premises and fittings are safe and fit for purpose.
26. To undertake Room refurbishments including, painting, carpeting and replacement of furniture.
27. Gardens and outside area to be clear from litter. Area to be maintained and free from weeds in the
28. paths/planters and bedding areas.
29. Pruning of small shrubs and bushes which may cause injury.
30. Provide monthly utility meter readings
31. To attend any training courses relevant to the post ensuring continual personal and professional development.
32. Computer literacy is an advantage, but training will be provided
32. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

Line Management Responsibility:

n/a

Additional Duties:

- To assist the Examinations Team with other examination processes, such as (but not limited to):
- packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- preparation of seating plans.
- delivering scripts to departmental and school offices.
- Performing other such duties as are reasonably correspondent with the general character of the post and are commensurate with its level of responsibility.

General:

- This job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools' policies and procedures at all times.

Agreement:

Date of review: _____

Signed (post holder): Name (Print):

Signed (Line Manager): Name (Print):

Signed (Headteacher):



PERSON SPECIFICATION

	Essential	Desirable
Qualifications / experience	<ul style="list-style-type: none"> - Grade C/5 or above in GCSE English and Maths - Some experience of care-taking duties in a general capacity 	<ul style="list-style-type: none"> - Experience of working in an education environment - Experience of working with young people
Knowledge / Skills	<ul style="list-style-type: none"> - Effective oral/written communication skills - Good numeracy skills - Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work. - Some knowledge of basic Health & Safety - Literacy skills - able to read instructions, and maintain work related records - Able to work without supervision - Contribute positively to the work of the team - Follow simple instructions and procedures eg security systems and procedures - Able to communicate politely and tactfully with school premise users - Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English 	

**Personal
Attributes &
Behaviours**

- Meticulous approach to work
- Flexible approach to work
- Ability to relate to staff and students
- Ability to work under pressure and to tight deadlines
- Reliable and punctual
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people