

## Site Keeper

### Job Description and Person Specification

**Reports to:** Principal and Site Manager

**Contract type:** Permanent

#### Key responsibilities

##### **Maintain the School and its Grounds to a High Standard**

Under the direction of the Principal and Site Manager, the school Site Keeper is responsible for the day to day, medium and long-term maintenance, so as to provide an appropriate safe and secure environment for the education of students and the safe, comfortable and effective work of all the staff, members of the school Stakeholders Committee, lessees, contractors and other visitors.

The Site Keeper will be responsible for prioritising his/her daily work, managing his/her time effectively and be accountable for decisions taken within delegated authority.

(S)he will demonstrate an understanding of and a commitment to the School's ethos through etiquette, behaviour words, action and speech.

#### Main Duties and Responsibilities

##### **Good Order and Maintenance in the School Premises and Grounds**

- Responsible for ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school.
- Ensure that the school is open and closed at the designated times and check that all is in order.
- Identify and maintain a record of repairs and report appropriate information to the Principal
- Work in co-operation with the Finance Lead concerning the relevant budget for repairs, cleaning and site and grounds maintenance.
- Monitor the consumption of gas, electricity and water.
- Clean an agreed area of the school and additional cleaning tasks during the school holidays.
- Identify/cost and maintain the stock of utilities/resources (e.g. soap, towels, toilet paper, etc) and be responsible for ordering these within the agreed budget.
- Maintain the grounds in a clean and tidy condition, including sweeping (clearing litter from car park, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves, etc.)
- Assist with the dining arrangements as required.
- Undertake minor repairs, improvements, decoration of the school site, within the range of own individual skills and capacity including during the school holidays and during periods of overtime.
- Supervise /monitor cleaning staff to ensure that the buildings are cleaned to a high standard as the school grows.
- Complete all relevant administrative work (e.g. monitoring forms, timesheets, annual leave forms etc) and forward to the appropriate person.
- Responsible for the good working order of school furniture, equipment and fittings.

## Site Keeper

- Identify and purchase in liaison with the Finance Director, necessary furniture, fittings, equipment and tools.
- Maintain accurate records of caretaking and cleaning tools and equipment.
- To give access to maintenance contractors and monitor and ensure safe working practices, having particular regard to correct working practices.
- Monitor and ensure the quality of the work being done, alerting senior staff as appropriate when a problem occurs.

### Health and Safety

- To monitor and implement all elements of the Health and Safety Policy in accordance with premises requirements and any legislative/Ofsted guidance, including the risk assessment process under the direction of the Principal.
- Ensure that record keeping is rigorous and robust and in accordance with legislative guidance in the area of Health and Safety.
- Ensure the safety of the site and the people on it at all times. Ensure that the buildings are secured after use, both internally and externally and the parking arrangements at the beginning and end of the day are in accordance with safe practice.
- Ensure that all valuable equipment is in an alarmed area.
- Responsible for maintaining records of any hazardous materials on the school site and ensuring that Health and Safety guidelines are followed.
- To attend or deliver any relevant training for staff in the area of Health and Safety.
- To ensure reporting procedures to the HSE are in accordance with any local guidance.

### Supporting the Learning Environment – Teaching and Learning

- Have a visible presence when on duty for open evenings, concerts, etc. to help ensure staff/pupil and parent safety.
- To assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils.
- To assist teaching staff where possible with any relevant Teaching and Learning activities to raise awareness of Health and Safety issues across the school.
- To undertake such other associated duties as may be required by the Principal or designated nominee.
- To read, understand and adhere to the school's policies and procedures, particularly in relation to child protection, Health and Safety and Behaviour Management.
- To arrange and coordinate any relevant Health and Safety training for pupils and staff.

### Security

- To act as a nominated alarm contact for the school.
- To ensure that the school's security system is maintained at all times.
- To keep a record of members of the school community that may have access to the school. e.g. keys, forbs, swipe cards etc.
- The Site Keeper and Principal are on call 24hrs if there is a serious problem at the school.
- To make sure that all visitors and new members of staff are given a proper induction into the school's fire and safety procedures.

## Site Keeper

- To supervise and direct parents and staff where necessary especially when we have open days or events in the school.

### Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed By</b>
Ability to work independently and lead	√		Application & interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to communicate and interact effectively with adult's children and young people	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to apply basic ICT skills to the needs of the job	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.	√		Application & interview
Relevant certification of practical skills and knowledge		√	Application
<b>Qualifications and experience</b>			
GCSE at level A – C in English and mathematics or equivalent		√	Application
Certification of relevant health and safety training or a willingness to		√	Application

## Site Keeper

attend appropriate Health and Safety training			
Considerable, demonstrable experience of high quality maintenance, site/facilities management and health and safety	√		Application & interview
Willingness to successfully complete the range of training relevant to the job	√		Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
Relevant certification of practical skills and knowledge		√	Application
<b>Knowledge</b>			
An understanding of the various cleaning methods and techniques	√		Application & interview
An understanding of health, safety and security issues and relevant legislation affecting schools	√		Interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
A thorough practically based understanding of premises maintenance issues	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview