



TALBOT HEATH SCHOOL

ROLE TITLE:	SITE TECHNICIAN
REPORTS TO:	SITE MANAGER
LOCATION:	Talbot Heath School – Rothesay Road, Bournemouth
HOURS OF WORK:	40 hours per week, 52 weeks

Job Purpose:

To support the sites team in the day to day running of the school and grounds and to undertake general maintenance work and minor repairs across the school site as and when required.

Main responsibilities:

1. Locking and unlocking as required
2. Setting up room / facilities across the whole site including movement of furniture
3. Provision of support and point of contact for outside users for equipment, room settings etc.
4. Ensure efficient use of heating and lighting across site
5. Receiving of deliveries for whole site and distribution to relevant department
6. Recycling of waste effectively
7. Clearing and cleaning after 3rd party use to ensure the facility is ready for the next 3rd party or school use
8. Car parking arrangements
9. Ensuring parking systems are maintained
10. Security of the site
11. Maintenance of gardens and borders ensuring the presentation of the school grounds is to a high standard including edging lawns, paths, pruning trees and shrubs as directed by Head Groundsman
12. Ensuring road signs are maintained and cleaned regularly
13. Cleaning and maintenance of roadways (snow clearing and defrosting, etc)
14. Undertake general maintenance duties such as picture and shelf hanging, changing lamps, fixing furniture etc as directed by the Site Manager.

15. Carry out pool water safety checks (training course provided)
16. Deal with incidents such as flooding, blocked lavatories, broken glass and other situations as and when they arise.
17. To clear drains, gutters and gullies on a regular basis and in accordance with agreed schedules
18. To report any defects, incidents or concerns as and when they arise
19. To ensure that equipment and materials are stored safely and in accordance with statutory requirement
20. Empty school playground litter bins
21. Working within Health and Safety Guidelines
22. Any other duties as directed by the Site Manager