



Site Officer

JOB DESCRIPTION

Scale:	Grade 6 - Point 7 – 12 £20,444 - £22,571 FTE Pro rata amount for 20 hrs per week is £ £11,050.81 - £12,200.54
Hours:	20 hours per week Monday to Friday split shift 7-9am and 4-6pm and occasional cover work. Hours can be merged during school holidays.
Weeks:	52 weeks per year with 24 days annual leave
Responsible to:	Headteacher/ Area Site Manager

ROLE To ensure the site and premises are safe, secure and well-maintained.

Specific Duties

1. To ensure that the site, buildings, their contents and the grounds are opened each day and secured at the end of each day, including arming/disarming the security system. Provide access to the site in an emergency when needed. Prevent/deter any unauthorised access.
2. Maintain constant awareness of the condition of the buildings and assets and carry out maintenance and first line repairs within the scope of a competent handyperson in a timely manner, reporting any repairs outside your capability so other arrangements can be made.
3. To ensure the sites, building and contents are secure, maintained, clean and compliant with Health & Safety legislation.
4. Portage duties as required, including taking delivery of goods, storing or moving items, laying out furniture for assemblies, lunch, examinations and other timetabled activities including any external lease arrangements outside of normal school hours.
5. Maintain good housekeeping around the sites, ensuring areas are clear of litter and excess dirt and rubbish. Emptying litter bins and disposal of rubbish. Clearing leaves & snow, gritting as needed. To take waste sacks to the skips when required and inform the Site Manager when the skips need to be emptied.
6. Ensure the servicing of school facilities, equipment and systems are maintained, organising, inducting and monitoring external contractors in the provision of repairs/maintenance work as required and they operate in a safe manner. Take appropriate remedial action or report unsafe working practices or conditions that may contravene a safe working environment.
7. To operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
8. Carry out Health & Safety compliance and maintenance checking and inspections as required. Electronically document all these controls and checks for auditing purposes.
9. To use email and other computer packages to read/send messages and to produce/keep work records.
10. Operation of the building management systems including access control, security and fire systems. To ensure that the fire system is maintained and tested on a weekly basis, including a fire alarm test and battery replacement, for which training will be given.
11. Where applicable, carry out emergency cleaning work as allocated and responding to spillages.
12. Ensure all drains and gullies are free flowing, clean and clearing blockages should they occur.

Operational Arrangements

1. The normal working week will be as agreed and contracted with a maximum of 20 hours. These hours will be worked between 0700 and 0900 and 1600 and 1800 Monday to Friday.
2. The periods of work within the time limit will be flexible and the normal hours of duty of the Site Assistant will be planned to cover the needs of the school.
3. Hours authorised by the Headteacher in excess of contracted hours will be paid at the overtime rate.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. To work / operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
3. Participate with the employer on all issues to do with Health, Safety & Welfare.

Physically able to undertake manual work and to perform tasks set out in the job description. Willing to undertake training upon request and keep up to date in H&S and H&S responsibilities as appropriate.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher and Facilities Manager. Site Team will be expected to respond to needs which cannot be planned subject to any overall limitations. This would include emergencies within the period of 0600 to 2200.

Child Protection

To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

Ethos

To help maintain good order and discipline among the students and to safeguard their health and safety, both on school premises and on any authorised trip.

School Development

Contribute to wider school developments

Participate in arrangements for the appraisal of your performance and that of other members of staff.

Participate in arrangements for further training and professional development.

The job description is subject to review and may be changed following consultation with the post holder.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

Person Specification	
Skills and Aptitudes	<p>Proactive and self motivated</p> <p>Ability to use work tools safely, efficiently and confidently</p> <p>Ability to work quickly, accurately and with attention to detail, taking pride in the finished outcome.</p> <p>Ability to communicate clearly both written and verbal.</p> <p>Computer literate able to use basic packages including word, excel and email.</p> <p>Flexible & adaptable, meeting the demands of shift work.</p> <p>Ability to prioritise and work to deadlines</p> <p>Team player, supporting others and able to demonstrate leadership.</p> <p>To hold a full driving licence</p> <p>Safety aware.</p>
Knowledge and Understanding	<p>Handyman skills e.g. carpentry, plumbing, basic electrical competency</p> <p>Understanding of the education sector</p>
Education/Training	<p>Evidence of some achievement at school/college</p> <p>Good standard of literacy/numeracy</p>