

Site Officer JOB DESCRIPTION

Scale:	Scale 4 point 7 - 11
Hours:	37 hours per week
Weeks:	52 weeks (23 days holiday plus bank holidays)
Responsible to:	Site Manager

ROLE

To ensure the security, care and availability of North Cambridge Academy buildings, furniture, fittings and equipment. To ensure a satisfactory physical environment with particular emphasis on the duty of care for all students and staff and to promote the efficient use of the Trust's assets to support the educational objectives of the Academy. To follow the Trust's Child Protection Policy.

Main Responsibilities

- Ensure the building and contents are secured.
- Provision of access to the building (and grounds) to authorised persons at all reasonable times.
- Maintain constant awareness of the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
- Carrying out maintenance and repairs to the buildings, furniture and equipment within the scope of a competent handy person.
- Operation of the heating and lighting systems. Monitoring usage and taking shared responsibility for promoting and delivering energy conservation in both schools.

Job Activities

- **Daily morning shift duties** – unlocking of gates and entrance doors, across both sites, and checking as far as possible that the premises have not been disturbed.
- **Daily Evening shift duties** – walking around the premises, checking that windows are closed, lights switched off and internal doors locked as required. Locking of external doors and gates, across both sites.
- Cleaning duties as appropriate to ensure the effective cleaning of the site, performed in accordance with the school cleaning specification, making use of machinery provided by the school as appropriate.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Site Manager.
- In conjunction with other Site Manager, take responsibility for planning the work allocation of self to meet the requirements of the schools and carrying out normal supervisory duties.
- Plan, in conjunction with the Site Manager or appropriate Leader and operate routine security arrangements to prevent / deter unauthorised access to the site and buildings to minimise theft and vandalism.
- Requesting unauthorised users of the site to leave: calling for the attendance of the Police if necessary (in accordance with agreed guidelines).
- Making yourself available to be on duty via a rota system to open up for late/weekend lettings/sickness absence.
- Providing such access to the schools as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
- Regular inspection of the physical condition of the building, furniture and equipment, carrying out specialist tests and inspections.

- Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handy person (within the range of work specified).
- Drawing the attention of the appropriate authorities, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.
- Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of maintenance contractors where there is a requirement to sign a satisfaction note.
- Replacement of lightbulbs, fluorescent tubes, etc.
- Carrying out routine procedures and inspection of ancillary equipment.
- Ensuring all caretaking (and where applicable, cleaning) equipment is in a safe clean and working condition.
- Ensuring that all drains and gullies are free-flowing and clean and clearing blockages should these occur.
- Opening the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
- Monitoring the use of energy, including keeping records or consumption and identification of trends.
- Taking steps to reduce energy consumption and in conjunction with the Site Manager or appropriate Leader, promoting the awareness of school staff concerning energy conservation.
- Ensure that the school's premises and furnishings are cleaned in accordance with the school's standards and methods.
- Preparing for school and afterschool activities, clearing and cleaning up after these activities, if required.
- Laying out and stacking of chairs, desks, tables, etc. Movement of these within the school, including setting out furniture for examinations.
- Taking delivery of stores, materials, and other goods, storing and / or moving them within the school as required.
- Dispatch of goods from the school.
- Attending to such duties appertaining to the premises as may occur from time to time.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish.
- Emptying of litter bins. Disposal of all rubbish and cleanliness of dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.
- Carrying out the reasonable instructions of the Site Manager or appropriate Leader.
- Maintain the closest possible communications with the Site Manager and staff of the Estate and ensuring an up to date knowledge of the needs which will arise in connection with planned activities in the school.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake training programs when required

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

North Cambridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.