**Job Description – Site Officer**

Job Title Site Officer

Grade ACPT3, Points 14 – 17 (tbc)

Location Bower Park, or other locations with the Trust

Line Manager Assistant School Business Manager / Site Manager

Working Hours 36 hours per week on a shift pattern

Working Weeks Full Time 52 weeks (with holiday entitlement)

**Overview of Role**

In addition to the basic hours required for each shift, it will be necessary to work an amount of extra evening and weekend as required. It may also be necessary to attend security calls which can occur at any time of day or night, and at any time of year as a Keyholder.

It may also be required to stay on shift for an extended period of time with little or no prior notice as dictated by events prevailing.

**Job Specification**

The successful candidate will be required to be familiar with and to work in accordance with

the Health and Safety at Work Act, under the direction of the Site Manager, and will be

expected to work alone for a considerable portion of the working shift. Duties will

include:

* Key Holding Responsibilities.
* Fire Alarm and Burglar Alarm Control
* Cleaning, including litter picking and graffiti removal
* General maintenance including painting and decorating
* Liaising with all other staff, etc.
* Management of Heating, Lighting and Electrical Power Controls
* Assistance with deliveries from suppliers and distributing around the school buildings
* General Gardening Maintenance, including leaf clearance
* Furniture moving and updating of Asset Register
* Communicating effectively, verbally and in writing within the team and with other staff around the school
* To proactively highlight when stocks of materials/supplies are running low or are required

**Duties and Responsibilities**

To work in accordance with directions given by the Site Manager as required to ensure the continued smooth running of the School.

* To be a key holder with responsibility for the security of the school site and grounds
* To follow the school’s preventative measures for Fire Safety, maintaining records of all incidents and regular checks
* To be responsible for the general security of the school site, including managing the alarm system, site patrols, liaising with security personnel and police

**General Duties For All Support Staff**

* Work within the Safeguarding principals within the Trust
* To comply with all H&S regulations within the school
* Participate in the Annual Review Process
* Any other duties as required by the Principal within the Scale of the role

**Person Specifications**

**Essential**

* Previous knowledge of working in a similar role and/or environment
* Awareness training and evidence of continued professional development
* To be reliable, especially when opening the premises in the morning
* To be trustworthy as key holder
* Proactive approach to managing own work
* Working well as a team

**Desirable**

* Full driving licence with D1
* Professional qualifications
* To have worked in a school site team
* Comfortable with using IT at work