

JOB DESCRIPTION

Title: Site Officer
Hours: 37 hours per week
Grade: Single Status grade 4
Accountable to: Site Manager/ Digital Services and Facilities Manager

Main purpose of the role:

To provide, in support of the Site Manager, an effective site service for the school.

Responsibilities:

- To support the Site Manager locking/unlocking the premises, cleaning, repairs, ensuring that school activities can take place without disruption and that Health & Safety requirements are complied with. To be the lead Site contact out of standard school hours, to include being the initial point of contact for external cleaning staff.
- To carry out and support a programme of on-going maintenance and improvement/new work as identified by the Site Manager and/or Digital Services and Facilities Manager.
- Support and help implement risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
- To maintain effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with the Local Authority, Emergency Services and outside firms to maximum the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism. Liaise with out of hours key holders and emergency services (if necessary) in respect of alarm callouts.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the school and maintenance of buildings. This includes ensuring all areas within the site and free from litter daily, drains/gullies are free flowing and clean, school entrances/driveways etc. are kept tidy.
- The role will include utilising advanced handyperson skills (painting/ carpentry/ plumbing etc.), in respect of the maintenance and upkeep of the school premises to ensure it is safe and secure including carrying out repair and redecoration.
- To ensure adequate supplies of materials and supplies such as hand sanitiser, hand towels etc. are available on a daily basis. Ordering replacement stock as and when needed, ensuring the safe receipt of deliveries.

- To undertake opening up and locking up duties, in respect of school out of hours events and holiday closures (this will be shared amongst the Site Team).
- Working flexibly in order to accommodate school events, e.g. open evenings, exams, sports days etc. involving liaison with colleagues and moving furniture when needed.

General:

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.
- To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.
- Committed to the safeguarding of children.
- All school based staff have the responsibility for promoting the safeguarding and welfare of children within school. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- To perform such other tasks as may reasonably be required appropriate to the grading of the post.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE

JOB SPECIFICATION

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	• Communication skills • Ability to work independently and proactively as well as work effectively and supportively as a member of the school team • Organisational skills with the ability to identify work priorities, whilst ensuring that lower priority work is kept up to date • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate good inter-personal skills to communicate with a range of people • Ability to provide high quality supervision, training and support to cleaning staff • Ability to inspect and record the work of others • Ability to effect minor repairs • Ability to use a range of tools and cleaning equipment • Ability to work within and apply all school policies e.g. behaviour management, child protection & safeguarding, Health & Safety, Equal Opportunities.	
Knowledge	• An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment • A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification • A knowledge of procedures associated with the recruitment, supervision and training of other employees • An understanding of Safeguarding and its importance within the school	

Experience	• Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyperson • Experience of keeping work records	
Personal Attributes	• Willingness to participate in further training and development opportunities offered by the school and ESCC, to further knowledge • Ability to demonstrate commitment to Equal Opportunities. • Maintain confidentiality on all school matters.	