

**Site Officer - Job Description**

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| **SCHOOL:** | **The Deans Primary School** |
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| **JOB DETAILS:** | |
| **Job Title:** | Site Officer |
| **Grade:** | 2A Pt 6 |
| **Directly responsible to:** | School Business Manager |
| **Directly responsible for:** | Facilities / Site Assistant where applicable |
| **Hours of Duty:** | 36 hours per week  Split shifts, including evenings and some weekend work. |
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| **Primary Role**  To provide a comprehensive site management service within the school to include security, cleaning, minor maintenance and repairs and monitoring the fabric of the building. | |
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| **Safeguarding statement:**  We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:   * providing a safe environment for children and young people to learn in; * identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting. | |

**Safety and Security**

* To act as a secondary key holder, opening and closing the building each day and responding to call outs if necessary.
* To conduct weekly fire alarm and safety equipment checks, reporting any faults and taking all sensible precautions against fire.
* To check all security, alarm and surveillance equipment; resetting alarms as determined by Headteacher or School Business Manager (SBM) and reporting faults to alarm companies.
* To change locks of the same type, and security codes where appropriate, and get keys cut if required by Headteacher or SBM.
* To ensure proper use of the premises and resources by occupants of the building.
* To make sure school gates, including those which are part of the secure line, are opened and closed securely at appropriate times.
* To conduct water checks including temperature checks and shower flushing, remaining aware of the Legionella risk assessment and legal duties at all times.

**Building Cleaning**

* To prepare, supervise and contribute to the annual cleaning programme, to cover the whole school and its contents.
* To ensure that all areas within the school boundary (ie. grounds, toilets, paths, car parks, common areas etc.) are kept clean, tidy and free from rubbish and litter.
* To replenish paper towels, soap, toilet paper etc. on a daily basis, and check all toilets frequently and clean as necessary.
* To ensure safe disposal of rubbish and waste material as appropriate.
* To clean areas soiled by pupils on an ad hoc basis as necessary.
* To undertake responsibility for Cleaning and Grounds Maintenance as follows:
  + Check the arrival of staff
  + Report absences as soon as possible to the SBM.
  + Issue cleaning materials and equipment as appropriate
  + Take out of use faulty equipment, and liaise with the contractors as necessary to get fixed or replaced.
  + Ensure acceptable standards of cleaning, and report any problems to SBM.
  + Complete regular inspections with contractors and SBM.
* Maintain cleanliness and tidiness of the site officer and cleaning cupboards, plant rooms and back office.
* To clean the office areas, foyer, link corridor and staff room on a daily basis.

**Building Maintenance**

* To take a proactive approach to the maintenance and monitoring of the fabric of the building, and undertake regular inspections both independently and with the Headteacher & SBM
* To liaise with external contractors and ensure that work is carried out in a safe and professional manner.
* To ensure work is carried out in accordance with the Health and Safety requirements and Safe Working Practice as requested by the Headteacher and SBM, including the following:
  + Undertake day to day repairs of a minor nature to window frames, doors, skirting boards, plaster work and fixtures and fittings.
  + Painting and decorating of doors, windows, classrooms, woodwork etc.
  + Boarding up of windows and doors if required.
  + Removal of, or painting over, graffiti as and when required in accordance with COSHH regulations.
  + Replacing or resticking carpet tiles as and when necessary
  + Repairing any damage caused by vandalism as far as possible, and liaising with appropriate contractors if needed.
  + Undertake minor alterations and improvements which do not affect the structure of the building - for example putting up shelves; replacing coat hooks; building furniture; hanging notice boards; fixing blinds etc.
* To assist in the maintenance and upkeep of the school grounds, alongside the appointed contractor, to ensure that positive growing conditions and tidy areas are maintained accordingly.

**Other General Caretaking Duties**

* Provide access to the building in the event of snow / ice / inclement weather / minor flooding
  + Including ensuring that rock salt is used when needed and an appropriate stock level maintained.
* Portering duties where required:
  + Including delivery of milk to class fridges and fruit to classrooms as delivered.
* Changing of light bulbs, fuses, plugs, batteries, tap washers etc. as required.
* Ensure that clocks are accurate and batteries are replaced when necessary.
* To facilitate school performances, including erection of the stage and setting out of chairs where needed in the school hall, and assisting teachers and teaching assistants with set and prop design and building where possible.
* To oversee the duties of the Facilities Assistant where applicable, providing them with appropriate support and direction in conjunction with the SBM.
* Undertake all duties in a professional and courteous manner, contributing to the positive ethos of the school.
* Willingness to undertake any training deemed necessary or relevant to undertaking the role to the highest capability, and developing within the role.
* Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post-holder.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Prepared by**: Mrs Joanne Whiteley, School Business Manager

**Date**: 12th March 2021

I acknowledge receipt of this job description and accept the duties described herein:

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| **Postholder Name:** |  |
| **Signed:** |  |
| **Date:** |  |