

JOB DESCRIPTION

SCHOOL:

Mossfield Primary School

JOB DETAILS:

Job Title: Site Officer

Grade: Grade 2A

Directly responsible to: Headteacher and Senior Site Officer

Directly responsible for: Caretaking/Site Officer / routine repairs and maintenance duties

Hours of Duty: 36 hours per week, in consultation with the Headteacher and Senior Site Officer.
Shift Pattern:
Early Shift - 6:30am to 2.15pm (2.00pm Friday) (30-minute lunch)
Late Shift – 10.30am to 6:15pm (6.00pm Friday) (30 minute lunch)

Primary purpose of the job:

To provide a comprehensive site management service within the school to include security, cleaning, minor maintenance and repairs and monitoring of the fabric of the building.

Main Duties and Responsibilities/Accountabilities:

To act under the direction of the Headteacher and Senior Site Officer (Mr D Jones), and carry out reasonable instructions, commensurate with the duties of the post.

To act as a designated key holder and to react to security call outs as required, liaising with our key holding service.

To clean allocated areas of the school on a daily basis i.e. school halls, corridors, office areas, toilets, etc.

To ensure proper use of premises and resources by occupants of the building.

To conduct weekly fire alarm checks and clear exit route checks, logging them in the required records.

To carry out and fully log regular water checks and safety equipment checks (including ladders) reporting any faults.

To check all security, alarm and surveillance equipment, resetting alarms as determined by the Headteacher and reporting faults to alarm companies.

To take a proactive, leading role in the identification and remedy (as far as possible, reporting promptly issues which cannot be addressed immediately) of any building / equipment safety hazards.

To prepare, supervise and contribute to the annual cleaning programme, to cover the whole of the school and its contents.

To ensure that all areas within the school boundary, i.e. playground, toilets, paths, car park etc are kept clean, tidy and free from rubbish and litter.

Ensure smooth and efficient operation of the school car parks.

To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.

To remove fallen leaves from all roadways, paths and play areas as required.

To ensure safe disposal of rubbish and waste material, supervising rubbish collection arrangements.

Check milk numbers and arrange for the delivery of milk to all classes, and arrange for the disposal of empty cartons.

Make sure the main gates are open and locked at appropriate times, as per school policy and gate signage.

Check that paper towels/soap/toilet rolls are replenished daily, and that one window in each toilet is opened and closed daily.

To prepare and tidy rooms/hall which are used for after school hours.

To provide caretaking facilities for before and after school meetings and events, on an ad hoc basis. Appropriate overtime will be paid for these duties

General portering duties, including the movement of stock orders, equipment and furniture around the building.

Order stock as required for caretaking, cleaning and hygiene supplies.

Monitoring the function of the heating system and ensuring its correct operation throughout the year.

Boiler room organisation (to be kept clean and well ordered at all times).

Chemical room / cleaning cupboard to be stocked in order.

General gardening duties, tiding up of garden and quad areas.

Supervise refuse collection arrangements, including emptying all bins and recycling.

To clean areas soiled by pupils.

To change locks and get keys cut when required by the Head teacher.

Caretaker's room to be kept clean and tidy.

To undertake responsibility for and monitoring the work of the cleaners employed by Citywide or other cleaning contractors as follows:-

- (i) Check the arrival of staff
- (ii) Report absences as soon as possible to the office
- (iii) Check and forward timesheets to citywide
- (iv) Issue cleaning materials and equipment
- (v) Take out of use faulty equipment
- (vi) Carry out minor repairs as allowed under Health and Safety

- (vii) Report major faults to office
- (viii) Ensure acceptable standards of cleaning
- (ix) Report problems to the Area Supervisor/District Cleaning Officers via the office

To be responsible for greeting and monitoring all contractors and workmen on site; being the first point of contact and liaison with all such school visitors.

To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection and repairs.

All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher and Senior Site Officer as follows:-

- (i) Undertaking day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork
- (ii) Painting and decorating of doors, windows, classrooms, woodwork etc
- (iii) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations
- (iv) Stripping and resealing of floors as and when necessary
- (v) Repairing any damage caused by vandalism as far as possible
- (vi) Undertaking minor alteration/improvements which do not affect the structure of of the building, e.g. putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, fixing curtain rails and hanging curtains etc

Ensuring that rock salt is used in appropriate areas during adverse weather conditions.

Changing light bulbs, fuses, plugs, tap washers etc as necessary.

Ensure that clocks are accurate and wound-up, batteries replaced etc

To undertake all duties in a courteous, professional manner.

To fully comply with all areas of the school staff handbook

To wear clothing that is appropriate to the role and the setting.

To take annual holidays with the agreement of the headteacher. To ensure that holidays are not taken at the same time as the other site manager. The headteacher will be the final arbiter in this matter.

To undertake such additional duties as are reasonably commensurate with the level of this post.

Review Arrangements

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 council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

Prepared by:

Agreed by Postholder
