

## JOB DESCRIPTION

**SCHOOL:** St Luke's CE Primary School

### JOB DETAILS:

**Job Title:** Apprentice Site Officer

**Grade:** Apprentice

**Directly responsible to:** School Business Manager

**Directly responsible for:**

**Hours of Duty:** 30 hours per week

### Primary purpose of the job:

To carry out caretaking duties including, security, cleaning, maintenance, repairs and monitoring of the fabric of the building under the close supervision of the site manager. Willingness to undertake Building Custodian Apprenticeship through online training and Professional Development

### Main Duties and Responsibilities/Accountabilities:

#### Security:

1. To act as a key holder. Unlocking and security of Buildings and respond to out of hours attendance as required in the absence of the Site Manager.
2. Concierge Service to ensure proper use of premises and resources by occupants of the building.
3. To assist the Site Manager with weekly fire alarm and safety equipment checks, reporting any faults and taking all sensible precautions against fire.
4. To check all security, alarm and surveillance equipment, and reporting faults to the Site Manager

#### Building Cleaning.

1. To ensure safe disposal of rubbish and waste materials.  
General portering duties to include delivery of parcels.
2. To contribute to the annual cleaning programme, to cover the whole of the school and its contents.

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

### **Building maintenance:**

1. To support the Site Manager in the maintenance and monitoring of the fabric of the building and grounds by undertaking regular inspections.
2. All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Head teacher.
3. To assist the Site Manager with the following:
  - Painting and decorating of doors, windows, classrooms, woodwork etc.
  - Removal of graffiti in accordance with COSHH regulations.
  - Movement and Setting of furniture and other assets
  - Repairing any damage caused by vandalism, as far as possible.
  - Grounds maintenance, Leaf blowing, tending to some shrubs and some gardening duties.
  - Undertaking minor alterations / improvements which do not affect the structure of the building e.g. putting up shelves, tiling, replacing coat-hooks, hanging notice boards, bookshelves etc.

### **General**

1. To undertake all duties in a courteous professional manner.
2. To assist the Site Manager in monitoring the effective and efficient use of water, heating and lighting.
3. Ensuring that rock salt is used in appropriate areas during adverse weather conditions.
4. Ensuring clocks are working and batteries replaced where necessary.
5. To assist the Site Manager to carry out a variety of site checks on a daily, weekly and monthly basis.
7. To ensure the areas used by after school clubs i.e. hall, gym and sports facilities are secure and fit for use the next day by the school.
8. To undertake such additional duties as are reasonably commensurate with the level of this post as requested by the Site Manager or other members of the Senior Leadership Team.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

### **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:**

November 2020

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**Prepared by:**

Mrs S Ferguson

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**Agreed by Postholder**

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