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| Directorate: | Children’s Services | **Section**: | Mesne Lea Primary School |

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| **Job details** |  |
| **Job title:** | **Site Officer** |
| **Grade:** | **Grade 2B point 8 – 12** |
| **Hours of duty:** | **36 hours per week (Timing to be negotiated. Needs to be flexible regarding overtime)** |
| **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.** **Safeguarding**  **The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.** |

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| **Main Duties and Responsibilities/Accountabilities:** | |
|  | To act as secondary key holder and respond to call-outs as necessary. |
|  | To clean areas of the school on a daily basis i.e. school hall at lunchtime. |
|  | To ensure proper use of premises and resources by occupants of the building. |
|  | To conduct weekly fire alarm, water checks and safety equipment checks reporting any faults and taking all sensible precautions against risk of fire. |
| **5.**  **6.** | To check all security, alarm and surveillance equipment, resetting alarms as determined by the Headteacher and reporting faults to alarm companies.  To ensure that the fire extinguishers, intruder alarms and emergency lighting are tested as required and results recorded. |
| **7.**  **8.**  **9.** | To prepare, supervise and contribute to the annual cleaning programme, to cover the whole of the school and its contents.  To liaise with any contractors on site.  To set and monitor the school heating and hot water systems. |
| **10.**  **11.** | To ensure that all areas within the site boundary, i.e. playground, toilets, paths, car park, etc are kept clean, tidy and free from rubbish and litter.  To paint easily accessible areas of the school as required. |
| **12.**  **13.** | To ensure safe disposal of rubbish and waste material from site.  To tidy PE equipment storage area to ensure safe access. |
| **14.**  **15.** | Check milk/fruit numbers half termly and deliver milk to all class fridges.  To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings. |
| **16.**  **17.** | Make sure the gates are opened and locked at appropriate times.  To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly. |
| **18.** | Check all playgrounds each morning for litter e.g. glass bottles etc. |
| **19.** | Check that paper towels/soap/toilet rolls are replenished daily. |
| **20.** | To prepare and tidy rooms/hall which are used for after school activities, including ensuring the building is secure after community use. |
| **21.** | Portering duties, including to and from the school library service. |
| **22.**  **23.** | Order stock as and when required.  Assist with basic IT issues. |
| **24.** | Boiler room to be kept clean at all times. |
| **25.** | Windows throughout the building to be kept clean. |
| **26.** | All toilets to be checked frequently and cleaned/replenished. |
| **27.** | To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations. |
| **28.** | Supervise bin collection ensuring security of children in the playground. |
| **29.** | Monitor all equipment and liaise with Business Manager. |
| **30.** | To clean areas soiled by pupils. |
| **31.** | To change locks (of same type) and get keys cut when required by the Headteacher. |
| **32.**  **33.**  **34.**  **34.**  **35.**  **36.**  **37.**  **38.**  **39.**  **40.**  **41.**  **42.**  **43.**  **44.**  **46.**  **47.**  **48.**  **49.**  **50.**  **51.**  **52.**  **53.**  **54.**  **55.**  **56.**  **57.**  **58.**  **59.**  **60.**  **61.**  **62.** | To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils  To undertake responsibility for and monitoring the work of the cleaners employed by Citywide (or other) or other cleaning contractors as follows:-   1. Check the arrival of staff 2. Report absences as soon as possible to the Business Manager 3. Check and forward overtime timesheets to the Business Manager 4. Issue cleaning materials and equipment 5. Take out of use faulty equipment 6. Carry out minor repairs as allowed under Health and Safety. 7. Report major faults to the Business Manager 8. Ensure acceptable standards of cleaning 9. Report problems to the Area Supervisor via the Business Manager. 10. To oversee and perform the summer cleaning   In conjunction with the Headteacher/SBM to monitor the day to day maintenance and repair budget and the cleaning materials budget.  To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection.  To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records.  To advise on a rolling programme of redecoration/refurbishment.  To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.  To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.  To manage the provision of a portering and furniture moving as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.  To ensure that orders received into school are delivered to the appropriate area / person as necessary.  To instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard.  To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard.  Undertake repairs of school equipment  All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher as follows:-   1. Undertaking day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork. 2. Painting and decorating of doors, windows, classrooms, woodwork etc. 3. Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations 4. Repairing any damage caused by vandalism as far as possible. 5. Undertaking minor alteration/improvements which do not affect the structure of the building, eg putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails and hanging curtains etc 6. Monitoring the effective and efficient use of water, heating and lighting. 7. Changing light bulbs, fuses, plugs, tap washers etc as necessary. 8. To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.   Ensure that clocks are accurate and wound-up, batteries replaced etc.  To undertake all duties in a courteous professional manner.  To undertake such additional duties as are reasonably commensurate with the level of this post.  To contribute and demonstrate a commitment to the City Council’s Crime and Disorder  Reduction Strategy.  To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team  ADMINISTRATION  To maintain the school’s equipment and plant inventory.  To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.  To order repairs and maintenance items, in liaison with the SBM.  To maintain a log, on online system, of all inspections and checks carried out.  To establish and maintain a list of repairs / improvements.  To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.  To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use.  To ensure mechanical equipment is inspected prior to each use.  To ensure power tools are inspected before use and are PAT tested as required.  To assist the SBM with obtaining tenders and quotes.  To carry out regular H&S inspections and Risk Assessments on his/her own and with the Headteacher.  To report team members absence to the Headteacher.  **The postholder must carry out their duties with full regard to the City Council’s Equal**  **Opportunities, Health and Safety and Community Strategy policies.** |
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| 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: October 2019

**Prepared/revised by: Julie Finlay**

**Agreed job description signed by holder:**