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| JOB DESCRIPTION – SITE OFFICER **Primary purpose of the job:** | | | |
| The Site Officer will be responsible to the Headteacher and Business Manager for the maintenance of the school buildings and grounds. The Site Officer will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating, cleaning of a designated area and porterage duties. In addition the Site Officer will also be expected to undertake some administrative and clerical duties. | | | |
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| **General Duties and Responsibilities:** | | | |
|  | | To ensure that the premises are kept secure and safe. Including locking & unlocking building, setting alarms and securing the premises. | |
|  | | Carrying out handyperson duties and basic repairs and maintenance such as plumbing, joinery and painting. | |
|  | | To undertake porterage duties. | |
|  | | To order and maintain adequate stocks of cleaning materials. | |
|  | | To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained. | |
|  | | To timetable, supervise and monitor contractors. | |
|  | | To receive in-coming telephone calls during non-office hours and school holidays. | |
|  | | To undertake administrative/clerical duties connected with the caretaking and cleaning service i.e. order forms, stock returns, work orders, time sheets etc | |
|  | | To undertake such other duties related to the post as may be assigned from time to time. | |
| Building Cleaning. | | | |
| **1.** | | To clean a designated area in accordance with the Authority's approved methods, frequencies and standards. | |
| **2.** | | To assist the Business Manager and Headteacher in monitoring the cleaning standards achieved by outside contractors. | |
| **3.** | | To ensure that all areas of the school are clean and tidy after building works and before school reopens to pupils. | |
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| Building Maintenance | | | |
| **1.** | | To undertake regular inspections of the premises to determine the need for repair and maintenance work. | |
| **2.** | | To keep appropriate documentation and records of repairs. | |
| **3.** | | To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations. | |
| **Grounds** | | | |
| **1.** | To ensure that the grounds maintenance works are fully completed. | | |
| **2.** | To ensure that grids are kept free of litter and blockages. | | |
| **3.** | To ensure that the school grounds are free from litter and any hazardous materials. | | |
| **4.** | To monitor the condition of the school fences and gateways and to take appropriate action, with the Business Manager’s approval, to repair and improve the perimeters. | | |
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