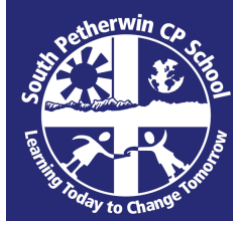


# Site Maintenance Officer

## Job Description



### Job Purpose

- To unlock the school and ensure it is in a safe condition for pupils and staff
- To provide a high standard of maintenance work, ensuring school facilities operate to a good standard
- To undertake the planned and reactive maintenance schedules for the School
- To facilitate the smooth and effective operation and condition of the whole site.

### Main Duties and Responsibilities

#### Health & Safety

- Take part in the health and safety reporting process by recording and reporting as directed by the School Business Manager
- Ensure the safety of the School buildings and grounds by undertaking regular checks and inspections, including fire alarms. To log results and refer concerns to the School Business Manager, performing any remedial actions required or identified in a timely fashion
- To assist in the collection and disposal of all refuse and recycling to ensure the school buildings are free of litter.
- To ensure, in winter especially, that pavements and playgrounds are safe for use at all times by clearing leaves and gritting/salting
- To maintain an adequate stock of materials from approved suppliers and to ensure toilets are stocked with paper / paper towels etc
- Work safely according to risk assessments and as necessary in respect of manual handling, working at heights, control of substances hazardous to health, noise and personal protective equipment
- Assist with the completion of premises related records under the direction of the School Business Manager to enable the School to make returns as required by regulatory bodies.

#### Fire & Security

- As a key holder, unlock/lock, set/unset alarms. Respond, as part of a team, to out of hours calls to provide 24/7 cover to include weekends and bank holidays, providing phone and/or on site assistance
- Implement fire safety procedures working alongside the School Business Manager
- To participate and be responsible for all statutory fire alarm and emergency lighting testing, liaising with electricians / fire security alarm engineers for remedial works
- To visually monitor the condition of fire extinguishers, and that fire blankets are kept in good condition between statutory inspections

- Participate in site security, by greeting/challenging visitor authenticity
- Be part of the team making sure site security systems are in place, including opening at the beginning of the day, in emergencies and for lettings as required

#### Site Maintenance

- Undertake all aspects of site maintenance under the direction of the School Business Manager, Headteacher or member of Senior Leadership Team
- To work to an agreed programme, with realistic time scales driving tasks to completion
- Provide accurate and regular information as required to the School Business Manager on progress
- Work collaboratively and communicate well with the School Cleaners
- Ensure all site drainage is maintained, clear of blockages or build-up of debris: including roof gutters and outlets
- To assist contracted groundsmen to maintain safety of school site e.g. fencing

#### Monitoring

- Monitoring, response attendance and resetting as required: fire alarms, intruder alarms etc.
- Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems
- Maintain absolute confidentiality with regards to safeguarding and child protection
- Support the aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance

#### Portering

- Move furniture, supplies and other items
- Take delivery of materials and other goods and deliver them to the appropriate place
- Occasional trips to the refuse tip
- Put the bins outside the school on collection days

#### Other

- To undertake training and development relevant to the post; taking responsibility for your own professional development
- To work accurately and with attention to detail
- To attend meetings as required
- To be aware of and adhere to all applicable rules, regulations, legislations and procedures including relevant School policies
- To undertake any other duties as directed by the School Business Manager, Headteacher or member of Senior Leadership Team