


JOB DESCRIPTION		
JOB TITLE	Site Maintenance Officer	
REPORTS TO	Site and Facilities Manager	
SUPERVISES	Cleaning staff	Grade 5 37 hours per week, Mon-Fri all year, (2 week rotating shift pattern 6.30am – 2.30pm – Mon- Thur 6.30 -2.00pm on Friday and 11.15am – 7.15pm Monday to Thursday 11.45 -7.15pm on Friday)

PURPOSE OF THE POST

To ensure that the Academy's buildings, grounds and contents are safe, clean, properly maintained and secured ready for daily use. To undertake such tasks as may be necessary for effective premises management including effecting repairs and improvements and undertaking portorage, administrative and lettings duties.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

RESPONSIBILITIES

1	To maintain academy buildings, including effecting repairs and improvements
2	To actively monitor the site for safety and maintenance issues and hazards that may pose a threat to the wellbeing of staff, students or members of the public. This will include ensuring fire exits are clear and unlocked, trip hazards are rectified/marked, and any other potential hazards are addressed. These should be rectified or reported to the appropriate person immediately.
3	To discuss with, give advice as necessary and to monitor the work of contractors to ensure specific standards are achieved and to report any concerns to the site manager.
4	To monitor, operate and maintain appropriate site security systems including opening and closing the building at the beginning and the end of the day, setting the security alarm, reviewing CCTV footage in connection with criminal damage/trespassing out of hours and to respond to security callouts outside working hours. To maintain security of the site during lower usage times e.g. school holidays by monitoring which buildings access is required for and ensuring buildings are not left empty and unlocked. Maintain security of bin enclosures. Challenge low-risk trespassers, e.g. dog walkers.
5	To pro-actively address issues reported in the defects log, including daytime repairs and maintenance, working safely around pupils and school staff as well as holiday working.
6	Where necessary, to undertake cleaning, washing, sweeping, vacuum cleaning, polishing and dusting if required, using, where appropriate, powered equipment.

7	To maintain an awareness of statutory health and safety obligations, undertake cyclical testing and safety related tasks and to report any non-compliance to the Site and Facilities Manager. Activities include but are not limited to bi-annual cleaning of TMV; testing and record keeping, and undertaking, monitoring and recording tap and CWST temperatures
8	To recruit, train and line manage a team of cleaning staff, with guidance from the Site and Facilities Manager. This includes appraisals, absence meetings, addressing conduct related issues etc. Ensure they are wearing correct PPE and following COSHH guidelines. To carry out audits of areas such as staff and student toilets to ensure they have been cleaned and are fully stocked with paper, hand wash and hand dryers are in use. Report any vandalism identified.
9	To maintain the academy grounds: Undertake regular litter picking, cleaning of the 3G and emptying of bins. Actively monitor bins and ensure they are not left to overflow. Liaise with the grounds maintenance contractor as needed and carry out minor gardening duties when necessary e.g. removal of obvious large weeds, restoration of bark or removal of small stray branches.
10	To organise and to carry out portering duties, including moving heavy furniture and equipment and setting up exam desks, which will secure the most efficient use of resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
11	To order, monitor, keep stock of and distribute basic materials and general school resources, within the limits set by the Line Manager; to ensure that sufficient supplies are kept on site to carry out the required tasks.
12	To assist the Performing Arts and PE staff in practical changes required e.g. preparations for productions, checking and clearing spaces used for lettings, assisting with the movement of large equipment.
13	To provide sickness cover for the school bus driver, following the agreed route and maintaining current certification.
14	To provide courier services if required e.g. to take banking or transfer items between schools.
15	To deputise for the Site and Facilities Manager and to be flexible providing cover for any absences/holiday in the site facilities team.
16	To provide excellent customer services to lettings customers, working outside normal hours where necessary and at all times whilst on duty in school being contactable by carrying the lettings phone and responding as required to requests for assistance e.g. accessing agreed areas, emergencies etc.
17	To grit the site in cold weather, closely following the gritting plan and help the Headteacher to make informed decisions regarding the viability of opening the school in extreme conditions or the loss of heat, power or water early in the morning.
18	To be responsible for own personal safety, following all appropriate guidance relating to lone working, manual handling, working at height, electrical safety etc.
19	Emergency response: To act as a fire warden, maintaining up to date training, tackling small fires and managing the fire system. To act independently and decisively in the event of a suspected gas leak, water leak or other emergency situation, alerting the appropriate services and relevant school staff.
20	To undertake project work, include building, plumbing and joinery according to skills held, under the guidance and supervision of the Site and Facilities Manager
21	To work at height, using the school's scaffold tower and ladders and to maintain up to date safety training.
22	To work outside of contracted hours for school events such as performances, open evenings and ensure the site is secure once all staff have left the school. To support car parking during events held within school that attract members of the public in greater numbers.
23	To record electric and gas meter usage and work to reduce energy usage around school wherever possible.
24	Responsibility for the safeguarding and welfare of children

25	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc.
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