



John Taylor Free School				
Job No.	Post Title	Grade	JE Pts	Date
S405	Site Officer	Grade 8 Whole year	268 Hay	April 2008

Statement of Purpose

To take day-to-day responsibility for the provision of efficient and effective caretaking support to the School, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school, and that heating systems operate at optimum efficiency.

The post holder will plan and prioritise own work without direct supervision.

Line Management

- May line manage/co-ordinate site staff/Janitors.
- To ensure:
 - Adequate cover for holiday periods.
 - Adequate cover for outside normal school hours e.g. lettings.
 - Providing cover for emergency call-out.

Facilities Management

- Contribute to the annual planning and policy in relation to the school facilities.
- Monitor and record readings as appropriate for essential services, e.g. gas, oil, water, electricity.
- Liaise with contractors in connection with building works / maintenance.
- To assist and advise senior staff on matters relating to energy and conservation.

Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises and its contents, including monitoring the school's CCTV system.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, re-glazing small or large internal windows.
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures and ensure that the fire alarm system and on site appliances are fully operational.



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Maintenance and Cleaning

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.
- Carry out regular tests of the water systems (e.g. checking temperatures).

Maintenance and Repair

Painting and Decorating

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work, e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small or large shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects.

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and fitting washers to taps. Stopping leaks.
- Liaison with contractors in relations to larger building maintenance projects.

Resources

- To undertake portage tasks as required including setting up and clearing away furniture.
- To control the provision of toiletry items including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the school is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply and minor faults to the School Business Manager or if unavailable, the Head of School.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.
- Check availability of premises for letting and suitability of purpose on lettings applications.
- May be required to attend Governors meetings to provide information.



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Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and contribute to the achievement of the school's objective.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Health and Safety

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Site Officers are expected to be smart in appearance and dress.

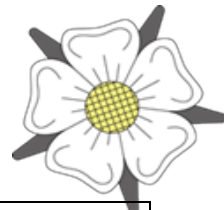
Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



**Person Specification
Site Officer
Level 3**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working at a senior level in site management/security. • Management experience. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 Building Maintenance & Estate Service or equivalent qualification or experience in a relevant discipline. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good understanding and ability to use specialist equipment/resources. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/legislation. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the school's development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. 	AF/I



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| <ul style="list-style-type: none">• Takes responsibility for own and team actions.• Identifies and overcomes barriers and manage risks.• Takes quick and effective action.• Demonstrates focused implementation of role and responsibilities.• Builds strong team ethos where everyone feels valued.• Provides timely, sensitive and honest feedback on performance.• Is accountable for own development and encourages the ownership of development needs amongst team members. | |
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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***