



Post Title: Site Officer

Responsible to: Premises Manager

Hours of work: 10am to 6pm Monday to Thursday and 10am to 5.30pm on Fridays, with flexibility for events at other times including occasional weekends.

Purpose of the job:

To ensure the security, care and availability of the school building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the School's assets to support the educational objectives of schools.

MAIN RESPONSIBILITIES

1. Responsible for ensuring the building and contents are secured
2. Provision of access to the building (and grounds) to authorised persons at all reasonable times
3. (a) Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
(b) Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson
4. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
5. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Premises Manager.
6. Meeting each week with the Premises Manager to agree the programme for the week to meet the requirements of the college.
7. Where applicable, carrying out cleaning work including all external areas of the college buildings.

JOB ACTIVITIES

1. (a) Plan in conjunction with the Premises Manager, and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
(b) Maintain a register of keys issued on the instructions of the Premises Manager.
(c) Requesting unauthorised users of the site to leave: calling for the attendance of the Police if necessary (in accordance with agreed guidelines).
(d) Specific duties are as follows:

On occasion unlocking of gates and entrance doors and checking security. Switching on of lights and opening of windows as might be required.

On occasion securing premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
2. (a) Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.
3. (a) Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.

- (b) Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified).
- (c) Drawing the attention of the Premises Manager to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.
- (d) Directing workmen and contractors to the site of repair and maintenance work after showing them and the asbestos register and ensuring they have signed the contractors 5C's book with possible risks in the area they may be working in. Also, where work with significant hazards e.g. flame, gas, welding etc. they need to complete a Permit to Work form. In the absence of the Premises Manager, to sign off the work when completed.
- (e) Replacement of light bulbs, fluorescent tubes, etc. and the safe, ethical disposal of dead ones.
- (f) Ensuring that monthly checking of all emergency lights is complete and logging any that need replacing. Completing the form to show that this has been done, dated and signed.
- (g) Carrying out cleaning the shower heads quarterly and running of taps/toilets/showers when the building has been unoccupied for 7 days. Complete the form, date and signed.
- (h) Carrying out routine procedures and inspection of ancillary equipment including blinds/curtains and rails and lubricating on a regular basis.
- (i) Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe clean and working condition.
- (j) Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- (k) Drive the school minibus to the garage for refueling/servicing, and ensuring the minibus is kept clean

Note: The Site Officer's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

- 4. (a) Liaising with the Premises Manager on heating requirements for the school and using the boost facility in the Main boiler room
- (b) Ensuring that adequate supplies of fuel are available, ordering further stocks when required and making note of the amount and the tank number for records and reporting figures monthly to the Finance department.
- 5. (a) Preparing for school and after-school activities, clearing and (in specific circumstances) cleaning up these activities, within the normal hours of work, including lettings and community use in these hours.
- (b) Laying out and stacking of chairs, desks, tables, etc. Movement of these within the school, including setting out furniture for examinations.
- (c) Taking delivery of stores, materials and other goods storing and/or moving them within the school as required and taking care to store chemicals and hazardous materials in outside storage areas.
- (d) Dispatch of goods from the school.
- 6. (a) Attending to such duties appertaining to the premises as may occur from time to time.
- (b) Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
- (c) Ensuring that all hard areas are free from litter and excessive accumulation of dirt and rubbish.
- (d) Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas.
- (e) Emergency cleaning in the absence of cleaning staff, e.g. spillage of paint, children being sick, etc.
- (f) Replenishment of soap, toilet rolls and towels in emergencies.
- (g) Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire

Precautions Regulations and all regulations deemed necessary by the HSE including Legionella and the paperwork required.

- (h) Dealing with instructions received from the Premises Manager or their authorised representative in accordance with the School's regulations concerning the letting of the school premises and carrying out such duties as may be required.
 - (i) Carrying out the reasonable instructions of the Premises Manager.
7. Maintaining good communication with the Premises Manager and staff of the school and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.
8. (a) Ensuring, by active participation and supervision, the cleaning in accordance with the School's specifications of those areas of the school premises and furnishings specifically assigned to him, as agreed with the Premises Manager.
(b) During periods of school closures the cleaning work will include any special task that become necessary, including the use of step ladders & platforms in accordance with the School's guidelines and other non-routine cleaning.

OPERATIONAL ARRANGEMENTS

1. The normal working week will be 37 hours
2. These hours will be worked between 10.00am and 6pm Monday to Thursday, 10.00am and 5.30pm Friday.
3. All school-keeping work within this period will be carried out as part of the normal week's work.
4. The periods of work within the time limit will be flexible and the normal hours of duty of the Site Officer will be planned to cover the needs of the school particularly weekday lettings.
5. A weekly programme of duty (which may allow for flexibility of working times) will be agreed between the Premises Manager and the Site Officer not later than the end of the preceding week.
6. Notwithstanding the adoption of a programme of duty, the Site Officer will be expected to respond to needs which cannot be planned subject to any overall limitations. This would include emergencies within the 24 hour period each day.