



Post Title: Site Officer

Salary: Scale 1D, Point 3-4 (£18,887-£19,264)

Responsible to: Premises Manager

Hours of work: Currently 37 hours per week, 52 weeks per year, however part time hours will be considered.

Full time hours: 10am to 6pm Monday to Thursday and 10am to 5.30pm on Fridays, with flexibility for events at other times including occasional weekends, however a reduction in hours worked per week will be considered.

Purpose of the job:

To provide general caretaking duties involving security, portorage, cleaning and maintenance tasks to support the smooth running of the College site.

Key responsibilities

- General security of premises, including locking/unlocking of buildings and rooms and maintenance of fire and safety equipment
- Supervision of contractors and general public on the College site; to include requesting unauthorised users to leave the site and providing access to the buildings and grounds at all reasonable times for authorised persons
- Porterage, including moving furniture and general goods and equipment
- Cleaning tasks, including collection of litter and refuse
- Minor buildings maintenance tasks as necessary
- Supervision of cleaning staff as appropriate
- Weekend lettings duties on an occasional basis. You may also be called upon out of hours as a key holder to respond to alarm call outs.
- To work in line with Health and Safety procedures and to report any unsafe conditions
- To attend training events and meetings as required

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification Site Assistant



Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment.

Education and Qualifications	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and numeracy	✓	
GCSE grade C+/4+ or equivalent in English and Maths		✓
Trade qualifications, e.g. electrical, carpentry, heating, plumbing		✓
MIDAS trained with D1 on driving licence to enable minibus to be driven		✓
First Aid qualification		✓

Experience	Essential	Desirable
Experience of working in a similar role within a school or similar setting		✓
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff		✓
Experience of working with young people		✓

Skills and Knowledge	Essential	Desirable
Demonstrate knowledge of security and methodology for both building and grounds without risking the health and safety of the College community	✓	
Knowledge of relevant policies/codes of practice/ legislation relating to health and safety requirements within a school environment		✓
DIY skills to undertake day to day repairs and maintenance of College buildings	✓	
Skills in a trade such as electrician, carpenter, heating engineer, roofer, plumber		✓
Good understanding of electrical/heating installations		✓
Knowledge of PAT testing		✓
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment	✓	

Professional Qualities	Essential	Desirable
Ability to work well with other colleagues	✓	
Ability to operate as part of a team or independently, as required	✓	
Ability to maintain confidentiality	✓	
Ability to use ICT	✓	
Flexibility in relation to duties carried out	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding the welfare of children and vulnerable adults	✓	
Energy and enthusiasm	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Excellent attendance and punctuality	✓	
A willingness to go the extra mile for the advantage of pupils, staff and community users of the College facilities	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	