



embrace  
challenge:  
expect  
excellence



<b>Post</b>	<b>Site Agent – The Deanes</b>
<b>Scale Level</b>	<b>4/5 dependent on experience – Points 6 - 11</b>
<b>Hours</b>	<b>37 hours a week / 52.14 weeks a year. Core hours between 6.30 am – 6.30 pm</b>
<b>Responsible to</b>	<b>Regional Premises manager</b>

### **Job Purpose**

The post holder will have a proactive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Regional Premises Manager.

### **Security**

- Ensure premises are locked / unlocked and secure.
- Operation of alarms.
- Ensure lights are turned off and windows are closed.
- Ensure fire doors are operational and alarms tested.
- Be on call in the event of emergencies. Incl responding to any activation of alarms
- Must remain on site unless otherwise agreed.
- Site Maintenance
- Undertake minor routine building and site maintenance work as required to include; minor electrical, plumbing, carpentry and plastering repairs and maintenance
- Assist with the organisation of school refurbishment programmes.
- Liaise with school staff, contractors and as required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains, and hard areas.

### **Caretaking**

- Portage and transportation of equipment, furniture and materials.
- Ordering of goods and supplies.
- Letting of the school premises.
- Energy conservation – ensuring all heating and lighting adequately maintained.

### **Cleaning**

- General cleaning duties as directed and to specification
- Keep playground paths clean and litter free
- Undertake cleaning and maintenance during school closures in accordance with specification
- Cleaning of low level external and internal windows
- Heating, Lighting & Electrical Fittings
- Responsibility for ensuring that the buildings are heated at an appropriate level.
- Reporting heating problems or failures
- Ensuring the cleaning of the boiler house
- Ensuring that all lights work satisfactory, ordering & replacing bulbs, tubes, diffusers and starter switches.
- Cleaning light fittings.
- Ensuring that electrical sockets and plugs are in safe working order.
- Knowledge of services. ie electric meters, gas controls, water mains and stop taps.

### **Responsibilities**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Submit where appropriate, written records and documentation to local governing bodies.
- Attend meetings as directed.
- Respond to all reasonable requests, commensurate with the role, as made by the Heads.
- Submit and follow up maintenance requisition in consultation with line manager, only order materials within budget guidelines.
- With the Heads and line manager ensure that documentation relating to the premises is kept up-to-date at all times.
- Liaise with contractors and other professionals as directed

### **Health and safety**

- Implement all aspects of the schools Health and Safety procedures.
- Ensure that all work carried out by cleaning staff is completed with due regard to Health and Safety policies and regulations, and keep appropriate records.
- Regularly carry out risk assessments of the sites and keep appropriate records.
- Carry out regular emergency evacuation practices and keep appropriate records.
- Test fire alarm systems regularly, ensuring that any defects are dealt with, and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction, and keep appropriate records
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require, and keep appropriate records
- Ensure that inflammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials, and keep appropriate records
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained, and keep appropriate records
- Maintain play areas and outdoor equipment, checking their condition weekly, and keep appropriate records
- Organise removal of rubbish from the site as and when necessary, and keep appropriate records
- Manage the re-cycling schedule, and keep appropriate records
- Grit the premises in icy weather as per the health and safety policy, and keep appropriate records
- Ensure appropriate legionella checks are carried out and recorded
- To know the evacuation procedures in the event of an emergency and ensure that any contractors working on site also have knowledge of these procedures
- To attend regular training courses in relation to Fire Safety

### **Lettings**

- Preparation of rooms, including where necessary movement of furniture and equipment.
- Liaison with organisers re security and timings of opening and closing.
- Restoring rooms to satisfactory standard.

## PERSON SPECIFICATION – SITE AGENT

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security.
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks. Basic IT skills desirable
<b>Communication</b>	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately.
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop.
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make a distinctive contribution to the work of a team.
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently.

<b>General</b>	Equalities	Awareness and commitment to equality
	Health & Safety	Good understanding of Health and Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance