



Beckers Green  
Primary School  
Job Description

<b>Job Title</b>	Site Officer
<b>Contract and Hours</b>	Permanent contract 52 weeks per year, 37 hours per week working Monday to Friday (hours negotiable)
<b>Reports to</b>	Headteacher/SAT Head of Facilities and Operations
<b>Liaison with</b>	Trust Premises Manager, School staff, cleaners, contractors, the public/hirers, and other external agencies
<b>Job Purpose</b>	To perform duties which deliver a high quality and effective day-to-day operation and maintenance of the fabric, furnishing and equipment of the School, ensuring high standards of service to all users and visitors with special regards to security, health and safety, and effective communication.

<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><b>Main Duties / Responsibilities</b></p> <p>Day to day supervision of all school buildings to ensure they available and safe for use</p> <p>Day to day supervision of the cleaning staff to ensure the school is safe for use</p> <p>To carry out cleaning duties to support the team</p> <p>To set up school areas/settings as required to facilitate the daily operational requirements. (Assemblies, classroom layouts, meeting areas)</p> <p>To carry out basic repairs and DIY tasks to keep the buildings and grounds smart in appearance and in a safe and secure condition at all times.</p> <p>To make arrangements to distribute delivered items to the subject areas required</p> <p>To carry out regular health and safety workplace inspections, record, and action findings.</p> <p>To carry out daily litter picking duties to ensure the site is clean and tidy</p> <p>To frequently empty external rubbish bins</p> <p>Planning and Implementing the Schools scheduled maintenance programme in line with the Premises Development Plan and SAT Premises Management Policy</p> <p>Initiate specifications and orders for all repairs/improvements and liaise with the School Business Manager for the relevant works required</p> <p>To ensure the School is compliant with all statutory duties, to administer and record all testing and certification and provide monthly compliance reports to the Headteacher and Trust</p> <p>To carry out compliance safety checks of fire systems, fire door checks, emergency lighting, legionella, and ladders/steps.</p> <p>To ensure efficient use and operation of heating, water, and electricity supplies and to carry out routine checks and minor repairs as necessary</p> <p>Ensure the School waste management plan is implemented and supervised effectively</p> <p>Ensure the site is accessible, where possible, in the event of adverse weather conditions or minor flooding or similar emergency situations</p> <p>To be responsible for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections</p> <p>To be an on-call key holder and carry out security procedures including the opening of buildings and lock up procedures</p> <p>Respond to alarm call outs outside normal working hours (and other such key holding duties)</p> <p>Prevent unauthorised access, trespass, or parking of vehicles on the premises and grounds</p> <p>Liaise with contractors to ensure all works are carried out safely. Issue works permits for high risk activities if required.</p> <p>Ensure all site staff are trained in all relevant health and safety and security procedures</p> <p>Ensure the cleaning (internal and external) in the school is performed efficiently and to a high-quality standard</p>
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Take a lead role in monitoring, maintaining the Premises safe systems of work and developing procedure for all Premises activities.

Ensure Premises Risk Assessments and COSHH Assessments are in place and regular reviews are undertaken

Supporting the Headteacher to ensure all staff are trained in all relevant emergency procedures.

#### **ADMINISTRATION**

Monitor and oversee stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required

Maintain an asset register of all plant and equipment

#### **Health and Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning areas) in liaison with the Head of Facilities for the School.
- Monitoring the appropriate premises and cleaning Health and Safety procedures are in use at the School
- To ensure the relevant COSHH risk are in place for all chemicals used at the school
- To assist in carrying out risk assessments including, health and safety, general building, and grounds conditions.
- To Ensure all contractors carry out site induction prior to works taking place and a pre safety questionnaire has been completed.

#### **RESOURCES**

To maintain premises records on School IT systems

Operate relevant equipment/ICT packages (e.g. MS Office, internet, E-mail, etc)

Maintain tidy and organised workspaces and storage areas

Ensure SAT health and safety guidance is followed

<b>General</b>	<p>Additional hours may be required e.g. Open Days and whole school events, for which time off in lieu will be given.</p> <p>Exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy and all other current school policies.</p> <p>To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</p> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Head of Facilities to carry out appropriate duties within the context of the job, skills and grade.</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
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### Premises Officer (Primary)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security H&S Training DIY experience and skills Cleaning experience
	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
<b>Communication</b>	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand 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 the work 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	Ability to supervise and monitor the work of others
	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 of and commitment to equality
	Health & Safety	Good understanding of Health & 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