

**Oldfield School
Job Description**

Position:	Site Officer
Responsible To:	Site Manager
Responsible For:	N/A
Grade:	SC4
Working Pattern:	20 hours a week Monday to Friday 5pm to 9pm.
Disclosure Level:	Enhanced DBS

Core purpose of the post:

Under the direction of the Site Manager, contribute as a member of the Estates team to the locking up and security of the school buildings and grounds as well as being the on-site presence for lettings.

Duties and responsibilities attached to this post are as follows:

Security and site safety

1. Maintain the security of all buildings and grounds and contents of the premises; to include: locking and unlocking buildings, school site gates during school hours and during school closure when contractors are on site or deliveries are required.
2. Check all taps and lights (except emergency and external security lights) are turned off and no persons remain in the building before locking up.
3. Regularly check and report damage, vandalism, and undertake the necessary emergency work to secure the buildings on discovery of damage.
4. Be vigilant and report any potential fire and/or hazards within the school site.
5. Inspect and maintain fire extinguishers according to the schedule directed by Site Manager.
6. Test emergency lighting, fire alarm systems, reset, record as directed by the Site Manager.
7. Check all perimeter fence line for security breaks.

Caretaking

1. Replace defective fuses, light bulbs and lampshades, fluorescent tubes and diffusers etc.
2. Bleed radiators as necessary to remove air locks.
3. Daily emptying of external litter bins and keep the site clear of litter, both inside and outside the school buildings, giving priority to entrances and exits and prestige areas.
4. Check and adjust all ball valves and floats in water storage tanks and WC cisterns etc.
5. Undertake snow clearance and gritting of schools entrances and surrounds as required.
6. Sweep all hard surfaces, paths and patio areas during school closure periods, e.g. six times a year.
7. Keep all caretaking and cleaning stores clean and tidy and locked at all times Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.
8. Keep the boiler room free of any equipment and/or materials and locked at all times.
9. Undertake emergency cleaning as necessary.

Porterage

1. Undertake all general porterage duties including furniture, equipment and materials.
2. Set out chairs daily for morning assembly, restacking after assembly. Set out tables for lunch and remove after use.

Administrative

1. Undertake to receive all incoming goods delivered to school (except kitchen supplies) and progress deliveries to appropriate departments.

Servicing of Toilets/Administrative Area

1. Replenish all toilets throughout the site with soap, paper/roller towels and toilet rolls as requested. Empty waste bins/containers and the contents of disposed of in sealed plastic bags if required.
2. Check, clean on daily basis and remove rubbish etc. in Administrative Block during school closure, when administrative staff are working at the school.

Emergencies

1. Provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies.
2. Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities.

School Lettings

1. Provide access to the school to allow letting activities to be undertaken at the school.
2. On completion of the letting replace furniture etc., spot clean the appropriate areas to restore the school facilities.
3. Undertake full security inspection at the completion of the hiring.

General

1. To carry out other duties as are required and as are commensurate with the grade of the post.
2. All duties must be carried out to comply with
 - a. Health and Safety at Work Act 1974
 - b. In line with all relevant statutory requirements, notably to comply with HSE.
3. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Caretaker Health and Safety Training

Caretakers will be required to attend periodic Health & Safety Training sessions organised by the Site Manager and keep themselves informed of Health and Safety issues relating to the duties of the Post.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification
Essential / Desirable (D)

Qualifications

Relevant Health and Safety qualification (IOSH min) or willingness to work towards (D).
First Aid qualification (HSE First Aid at Work) (D).

Skills and Experience

1. Use of cleaning equipment
2. Sense of responsibility
3. Ability to work alone.
- 4.

Personal Qualities

1. Very good communication skills
2. Attention to detail and an eye for quality control
3. Physically fit
4. Empathy and patience with young people
5. Supportive, helpful and positive 'can do' attitude