



Site Maintenance Officer Job Description



Job Purpose

- To provide a high standard of maintenance work, ensuring school facilities operate to a high standard
- To work as a team with the Site Manager and Caretaker to undertake the planned and reactive maintenance schedules for the School in compliance with the Work Programme.
- To work as a team with the Site Manager and Caretaker to facilitate the smooth and effective operation and condition of the whole site.
- To support the holistic work of the School, principally effective teaching and learning and full safe use of the site by staff and students.

Job Details

Job Title: Site Maintenance Officer

Job Level:

Line Managed by: Site Manager / School Business Manager

Principal Accountabilities

Health & Safety

- Take part in the health and safety reporting process by recording and reporting as directed by the Site Manager and the School Business Manager
- Ensure the safety of the School buildings, facilities and grounds by assisting with regular checks and inspections, including water hygiene (legionella prevention), fire alarms, emergency lights, and log results and refer concerns to the Site Manager; performing any remedial actions required or identified, in a timely fashion
- To assist in the collection and disposal of all refuse and ensure the school buildings are free of litter and graffiti.
- To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times
- To maintain an adequate stock of materials from approved suppliers and to ensure toilets are stocked with paper / paper towels etc
- With suitable PPE, undertake emergency cleaning (soiling of toilets, sickness, floods etc) and dispose of body fluids resulting from sickness as necessary
- Be a point of contact for dealing with health and safety issues, be knowledgeable on procedures and specific contacts and duties and assist with health & safety audits and inspections
- Work safely according to risk assessments and as necessary in respect of manual handling, working at heights, control of substances hazardous to health, noise and personal protective equipment
- Assist with the completion of premises and facilities related records under the direction of the Site Manager to enable the School to make returns as required by regulatory bodies. These include but are not limited to: Condition Survey Report, Asbestos Register, utility consumption, cleaning return, insurance claims, lift and hoist inspections, waste disposal, COSHH, convector heater cleaning and legionella checks, in accordance with the school's compliance audit

Fire & Security

- As a key holder, unlock / lock, set / unset alarms. Respond, as part of the team, to out of hours calls to provide 24/7 cover to include weekends and bank holidays, providing phone and/or on site assistance
- Act as fire assistant warden / warden as appropriate
- Implement fire safety procedures working alongside the Site Manager
- To participate in evacuation procedures as agreed and in accordance with the School's policies and statutory fire drills

- To participate and be responsible for all statutory fire alarm and emergency lighting testing, liaising with electricians / fire security alarm engineers for remedial works
- To visually monitor the condition of fire extinguishers, and that fire blankets are kept in good condition between statutory inspections
- Participate in site security, by greeting/ challenging visitor authenticity
- Be part of the team making sure site security systems are in place, including opening and closing at the beginning and end of the School day and for Lettings as required

Site Maintenance

- Undertake all aspects of site maintenance under the direction of the Site Manager and the Business Manager, sometimes working on your own and at other times as part of the team following relevant lone working procedures and RAMs
- To issue orders for materials by the team or contractors with the authority of the Business Manager and / or Headteacher
- To work to an agreed programme, with realistic time scales driving tasks to completion
- If necessary be prepared to change task at short notice in emergency
- To undertake new challenges and projects with support from Site Manager and/or under direction of the Business Manager
- To assist with works in the programme of maintenance and compliance work provided to external contractors
- Provide accurate and regular information as required to the Site Manager / Business Manager on progress
- Undertake any cleaning not provided by the cleaning contractor and to work collaboratively with that contractor
- In collaboration with the team ensure all site drainage is maintained, clear of blockages or build-up of debris: including roof gutters and outlets
- With suitable PPE clean and dispose of body fluids resulting from sickness
- Provide help with the maintenance, servicing and cleaning of School minibuses
- To assist Groundsman to maintain safety of school site e.g. fencing
- To assist with the reactive repairs and planned service visits of the kitchen and Food Technology equipment

Monitoring

- Monitoring, response attendance and resetting as required: fire alarms, intruder alarms etc.
- Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems
- Maintain absolute confidentiality with regards to safeguarding and child protection, completing Level 2 training on an annual basis
- Support the aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance

Portering

- Move furniture, supplies and other items
- Setting up seating for School assemblies, exams and other functions, including lettings where applicable
- Take delivery of materials and other goods and deliver them to the appropriate place

Other

- To undertake training and development relevant to the post; taking responsibility for your own professional development
- To work accurately and with absolute attention to detail
- To attend any meetings as required

- To deputise for the Site Manager as and when required
- To be aware of and adhere to all applicable rules, regulations, legislations and procedures including relevant School policies
- Support the skills development of team members / apprentices / students on work experience
- To undertake any other duties as directed by the Site Manager, Business Manager or member of Senior Leadership Team
- To support the work of the whole staff team in driving forward the School Improvement priorities

Date: May 2019