



JOB DESCRIPTION

The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Site Officer

Grade: 5

Overall Responsibility:

- To ensure the smooth operation of the site support function within the school.
- To provide high quality maintenance support to ensure the school is a clean, healthy and safe environment for all.
- Respond efficiently to the schools' maintenance requests and where necessary escalate to central MAT Site Team in a timely manner.
- To assist in maintaining and actively improving the schools' premises and grounds.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the DfE's Keeping Children Safe in Education and Child Protection Procedures.

SPECIFIC DUTIES

Premises Management - Strategic

1. Ensure that the school is open and staffed for all school activities and agreed lettings.
2. Using recognised trade skills, contribute towards developing the school buildings and grounds to enhance facilities and to ensure efficiency in their upkeep.
3. Contribute towards the arrangements for securing the premises and contents.
4. Be available for emergency repairs and call-outs as appropriate.
5. Monitor the work of contractors and report any concerns to the Site Manager / Primary Headteacher.
6. Assist in the fulfilment of furniture arrangements and accommodation requests.

Premises Management - Finance

1. Promptly submit detailed returns of overtime to the Site Manager.

Premises Management - Maintenance and Repairs

1. Make good or report, as appropriate, items of damage or disrepair around the school.
2. Assist with the movement of school furniture for Parents Evenings, etc.
3. Assist with the distribution of deliveries around the school.
4. Change electrical lamps and tubes where necessary.
5. Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
6. Attend callouts, and if necessary, conduct emergency boarding up to secure the school premises.

Premises Management - Environment

1. Assist with the efficient operation of the school's heating system, and keep the various boiler houses clean, tidy and safe.
2. Direct parents and visitors around the school.
3. Clean designated areas of the school.

Health, Safety and Security

1. Check that toilets are in good working order, kept clean, hygienic and free from litter.
2. Provide emergency cleaning after a child has been sick.
3. Adhere to all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
4. Assist in the checking for electrical safety of school electrical equipment as directed by the competent person. Carry out portable appliance testing.
5. Assist with the regular testing of the fire alarms.
6. Work with external contractors to check and ensure the correct working condition of all fire fighting equipment.
7. Assist with the precautions necessary to prevent fire or flood damage.
8. Conduct regular patrols of the school premises during school holidays – ensuring the security of the buildings.
9. Provide key holder cover during school holidays – particularly when the Site Manager is absent.
10. Attend after school activities, lettings and meetings as required.
11. Provide portage provision for members of staff.
12. Challenge intruders where appropriate.
13. Undergo Basic First Aid training and update courses.
14. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Help to raise awareness amongst staff and pupils.
15. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
16. Carry out basic safety checks and report findings to MAT Site Manager.
17. Support the school's implementation of all other current statutory requirements, eg Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc

Pastoral Care

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any appropriate training to keep trade skills up to date.
3. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be reasonably requested.

Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.