



**Oakdale Primary School  
Peterborough**

**JOB DESCRIPTION  
SITE OFFICER**

**GRADE: SPC 7 – 12 £24,294 - £26,421 (FTE equivalent)**

**RESPONSIBLE TO: Headteacher/School Business Manager**

36.25 hours per week, 52 weeks a year

There is some flexibility regarding hours of work, and this can be discussed at interview. An example of hours would be:

07.00 – 09.45 & 14.00 – 18.30

Holiday entitlement = 25 days + bank holidays

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The purpose of the post:**

To make a major contribution to the management and administration of the school site and buildings. To ensure the security, care, cleanliness and availability of the school building, furniture, fittings and equipment; to ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support the provision of high-quality education objectives.

**Main Responsibilities**

- Responsible for ensuring the building, contents and grounds are secured
- Provision of access to the building and grounds to authorised persons at all reasonable times
- Maintaining constant awareness of the physical condition of the grounds, buildings, furniture and taking appropriate steps to ensure maintenance and repairs where necessary.
- Property and site management – Including the management of cleaning staff, statutory testing, management of the maintenance and decoration of buildings and upkeep and appearance of site, management of site security arrangements, liaising with governors to inform on H&S matters
- Carrying out maintenance and repairs to the building, furniture within the scope of a competent handyman, including use of general DIY skills and construction of furniture delivered to school.
- To work towards monitoring the operating costs of the grounds, buildings and associated resources.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or a member of SLT

- Monitoring the standards of cleaning of the building and the upkeep of the grounds.
- Maintaining regular contact with the staff of the school and with Consultants and Contractors.
- Where applicable carrying out some cleaning work, use of cleaning machinery, as allocated.
- Operation of the heating and lighting systems: promoting energy conservation in the school
- Planning work allocation of in-house cleaners to meet the requirements of the school
- Contribution to the preparation of the premises and school day to day maintenance and cleaning services

### **Security and Access Control**

- In conjunction with the Senior Management, plan and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
- Maintain a register of keys held.
- Requesting unauthorised users of the site to leave, calling for the attendance of the police if necessary.
- Unlocking gates and entrance doors and checking as far as possible that the grounds and premises have not been disturbed. Switching on of lights and opening of windows as required.
- Providing such access to the school as may reasonably be required outside normal hours of opening, including access in the event of alarm activation, flood, snow or other similar emergencies.

### **Maintenance**

- Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Drawing the attention of the appropriate authorities by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the school's staff.
- Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Ensuring all drains and gullies are free-flowing and clean. Clearing blockages where these occur
- Ensuring all caretaking and cleaning equipment is in a safe and working condition.

- Operation of the Heating system, ensuring that temperatures are maintained on school premises and that an adequate supply of hot water is available. Carrying out frost protection procedures, cleaning flues, filters, according to procedures

### **Facilitating Day-to-day Activities**

- Preparing for school and after school activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including lettings and community use in these hours.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Taking responsibility for the delivery of stores, materials and other goods, signing for, storing and / or moving them within the school as required.

### **Safety Maintenance**

- Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage. Being available in the event of an Emergency (a listed keyholder)
- Ensuring all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt, rubbish and leaves. Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas including the main bin store. Liasing with waste disposal contractors.
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick etc.
- Replenish soap/toilet rolls in the absence of cleaning staff
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations
- Planning the work allocation of him/herself, and cleaners subject to the requirements of the school, giving guidance and instruction to cleaners in all aspects of their work. Carrying out normal supervisory duties e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping, dealing with grievances and problems and seeing that work is done correctly.
- During periods of school closure, the cleaning work will include any special tasks that become necessary, including the use of stepladders in accordance with the Governors guidelines and other non -routine cleaning.
- To contact contractors to arrange completion of remedial works required / advised.

### **Health and Safety**

- To assist with parking regulations and monitoring within school premises and roadway outside school and advising / redirecting of traffic where parking does not meet school recommendations.

- Be aware of and stay up to date with all aspects of health and Safety compliance with relation to;
  - Risk assessments
  - COSHH Management
  - Working at heights
  - H&S Training & CPD
  - Fire Risk assessment, equipment testing and fire procedures
  - Manual handling
  - Statutory Testing

### **Communication**

- Maintaining the closest possible communications with the Headteacher/SLT/School Business manager and staff of the school and ensuring up to date knowledge of the needs which will arise in connection with planned activities in school.

### **Safeguarding and confidentiality**

- Demonstrate a commitment to the safeguarding of children through everyday practice by adhering to policies, procedures and expectations laid out in school.