

Role Profile: Site Officer

Purpose

The post holder is required to assist in the provision of a day-to-day maintenance function, to ensure the smooth running of the North Bridge House Schools' operations. Ensuring the school buildings and grounds are kept clean, safe, and secure, in accordance with the operational needs of the school and any regulatory requirements.

This includes cleaning, when appropriate, security and fire safety duties, the management of service facilities, the supervision of the assistant technician and grounds maintenance.

Key Accountabilities

General

- To ensure that the maintenance of the school building and grounds is undertaken and provide the necessary information of completion to the head of estate.
- General minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate refurbishment, painting and decoration. (This list is not exhaustive, but an example)
- To ensure that all emergency, security and safety systems and equipment (fire extinguishers, fire alarms, intruder alarms, surveillance systems, tools etc.) are monitored, maintained, and tested as appropriate.
- To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.
- To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines.
- To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the head of estate.
- To be conscious of and comply with H&S legislation whilst discharging of duties and responsibilities. To report any concerns to the head of estate.
- To be aware of your responsibilities regarding any critical incident and follow instructions given by the Senior Leadership Team at such a time.
- To report any concerns that require specialist expertise and/or resources to the head of estate.
- Carry out portaging duties and assist with the removal and fitting of office and classroom furniture as directed by the Head, head of estate or Business Manager.

Being a responsible key holder for North Bridge House Schools, including responding to out of hours alarm call outs as first person on alarm monitoring centers list

- To ensure the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To be responsible for the scheduling and booking of all contractors, ensuring all due diligence checks are completed.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school events and facility hire.
- To understand and fulfil your role in emergency evacuation procedures, flagging up any concerns to the head of estate and SLT and taking an active role during such incidents.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

Essential		Desirable
Qualifications	<ul style="list-style-type: none"> • Full UK Driving Licence 	<ul style="list-style-type: none"> • IWFM Level 2 • IOSH Level 2 • First Aid at Work • Fire Marshall • Health and safety certification
Skills	<ul style="list-style-type: none"> • A practical hands on approach • Must possess good communication skills • Must be able to demonstrate a knowledge of building trade skills and ground maintenance • Ability to work as part of a team and on your own initiative • Ability to work with enthusiasm and motivation without direct supervision or when part of a team. • Experience of FM reporting/logging software 	<ul style="list-style-type: none"> • Building trade experience e.g. plumbing, electrics, decorating
Experience	<ul style="list-style-type: none"> • Two years' experience within the building maintenance sector.. 	<ul style="list-style-type: none"> • Working in an educational environment • General knowledge of managing hard and soft school related services
Other	<ul style="list-style-type: none"> • To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance • Effective time management • Ability to work under pressure • Proactive approach 	<ul style="list-style-type: none"> • Professionalism in your approach to work and tasks set

Key Stakeholders:

Internal – School Colleagues and Pupils

External – Parents and Third-Party Contractor

Signed:

Name (print):

Date: