

<b>Directorate:</b>	Children's Services	<b>Section:</b>	St Luke's RC Primary School
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## Job details

<b>Job title:</b>	<b>Site Officer</b>
<b>Grade:</b>	<b>2A</b>
<b>Hours of duty:</b>	<b>35 hours per week (split duty) 7am-10.30am 2.30pm-6pm</b> Some flexibility around working hours AYR
<b>Primary purpose of the job:</b>	<p><b>To provide a comprehensive site management service within the school to include security, cleaning, minor maintenance and repairs and monitoring of the fabric of the building.</b></p> <p><b>Safeguarding</b> The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p>

## Main Duties and Responsibilities/Accountabilities:

1. To act as primary key holder and respond to call-outs as necessary.
2. To clean areas of the school on a daily basis i.e. school hall, classrooms, staffroom, toilets etc.
3. To ensure proper use of premises and resources by occupants of the building.
4. To conduct weekly fire alarm, water checks and safety equipment checks reporting any faults and taking all sensible precautions against risk of fire.
5. To check all security, alarm, resetting alarms and reporting faults to alarm companies.
6. To prepare, supervise and contribute to the annual cleaning programme, to cover the whole of the school and its contents.
7. To ensure that all areas within the site boundary, i.e. playground, toilets, paths, etc are kept clean, tidy and free from rubbish and litter.
8. To ensure safe disposal of rubbish and waste material.
9. Check milk and fruit numbers half termly and deliver milk to all class fridges.
10. Make sure the gates are opened and locked at appropriate times.
11. Check all playgrounds each morning for litter e.g. glass bottles, needles etc.
12. Check that paper towels/soap/toilet rolls/hand sanitiser are replenished throughout the day.
13. To prepare and tidy rooms/hall which are used for after school hours.
14. Portering duties.
15. Order stock regularly.
16. Boiler room to be kept clean at all times.
17. Windows throughout the building to be kept clean.
18. All toilets to be checked frequently and cleaned/replenished.
19. To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
20. Supervise bin collection ensuring security of children in the playground.
21. Ask staff if play equipment needs to be put outside and collected inside.
22. To clean areas soiled by pupils.
23. To change locks (of same type) and get keys cut when required by the Headteacher.
24. Caretaker's room to be kept clean and tidy.

- 25.** To undertake responsibility for and monitoring the work of the cleaners employed by Citywide or other cleaning contractors as follows:-
- (i) Check the arrival of staff
  - (ii) Report absences as soon as possible to the Business Manager
  - (iii) Check and forward timesheets to the Business Manager
  - (iv) Issue cleaning materials and equipment
  - (v) Take out of use faulty equipment
  - (vi) Carry out minor repairs as allowed under Health and Safety.
  - (vii) Report major faults to the Business Manager
  - (viii) Ensure acceptable standards of cleaning
  - (ix) Report problems to the Area Supervisor via the Business Manager.
- 26.** To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection.
- 27.** All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher as follows:-
- (i) Undertaking day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork
  - (ii) Painting and decorating of doors, windows, classrooms, woodwork etc
  - (iii) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations
  - (iv) Stripping and resealing of floors as and when necessary
  - (v) Repairing any damaged caused by vandalism as far as possible
  - (vi) Undertaking minor alteration/improvements which do not affect the structure of the building, eg putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails and hanging curtains etc.
- 28.** Monitoring the effective and efficient use of water, heating and lighting.
- 29.** Ensuring that rock salt is used in appropriate areas during adverse weather conditions .
- 30.** Changing light bulbs, fuses, plugs, tap washers etc as necessary.
- 31.** Ensure that clocks are accurate and wound-up, batteries replaced etc.
- 32.** To undertake all duties in a courteous professional manner.
- 33.** To undertake such additional duties as are reasonably commensurate with the level of this post.
- 34.** To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

**The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.**

### **Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised: 27<sup>th</sup> August 2020**

**Prepared/revised by: Mrs CM Kerrane Headteacher**

**Agreed job description signed by holder:**