



# Site Officer Job Description & Person Specification

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

### Job Description for Site Officer

**Grade:** Grade 5 SCP.7  
**Line Manager:** Business Manager  
**Duty Hours:** Full Time

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To be responsible for day-to-day safety and security of the site. The post holder will be responsible for ensuring that the school is well-maintained, safe and secure.

#### **Duty Hours:**

The working day in term time is normally 37 hours per week to be worked normally between the core time of 6.00am and 6.00pm, depending on the needs of the service, as a split shift.

Occasional evening or weekend lettings for which overtime will be paid, based on the hourly rate of Caretakers salary. Lettings to be paid in accordance with the letting's agreement. The school has a commitment to working with the community.

#### **Key responsibilities of the post include:**

The Site Officer is responsible, through the Principal, the Governing Body and the School Business Manager for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

- To promote equality, diversity and community cohesion to meet Multi Academy Company and School objectives.
- All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary.
- Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Multi Academy Company and School.
- To represent the Multi Academy Company and School in a professional manner meeting the Multi Academy Company and School aims. To comply with Multi Academy Company and School policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with the Multi Academy Company and School aims and management style.
- To comply with the Multi Academy Company and School's financial regulation and standing orders.
- To actively promote the Multi Academy Company and School commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Multi Academy Company and School Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Multi Academy Company and School Policies and Procedures including, but not exclusively health and safety, data protection and internet/email use.

**Job Purpose:****Security and Associated Duties:**

In liaison with the School Business Manager, duties include:

- Carrying out security procedures for School buildings and grounds.
- Opening and closing of School and premises, including gates, doors, windows, fire exits etc. for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services. Assisting with Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the School Business Manager/Principal and/or Police as necessary.
- Performing security duties at the school gate before/after school as necessary.
- Be a named key holder for the site.
- Liaison with contractors, some of which many include window cleaners, alarm servicing company, builders etc.
- Keeping accurate records of all work carried out on site

**Health and Safety:**

- Keep accurate records of all work carried out by contractors and yourself.
- Ensure COSHH and Asbestos regulations are adhered to and advise School Business Manager/Principal if not.
- Ensure all Fire Regulations are adhered to and advise School Business Manager/Principal if not.
- Assist in emergency lighting and fire checks and record.

**Lettings:**

- Casual cover for lettings over the holiday period on an agreed basis.

**Heating:**

Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and School Business Manager/Principal.

**Sickness/Annual Leave Cover:**

- Liaise with other site staff to ensure school has cover throughout the year or as required to function.
- Holidays to be taken during school holidays, subject to the approval of the School Business Manager/Principal.

**Deliveries/Post:**

- Take delivery of post, stores materials and other goods.
- Unpack and store stock in conjunction with the School Business Manager/Principal.
- Take incoming parcels to staff.
- Move such items of School furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.

**Cleaning:**

- Ensure that cleaning machinery and equipment is maintained as Client Services guidelines, reports defects as they arise.
- Cover the duties of absent cleaning staff, as required.

**Emergencies – Some Examples Are:**

- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange repairs etc. with contractors with prior approval of the line manager.

**Internal Maintenance:**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc. as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order and take delivery of materials to deal with minor repairs mentioned above.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from School Business Manager/Principal.
- Assist with monitoring stocks, supply and availability of all hygiene materials.
- Remove graffiti etc. as required by the School Business Manager/Principal.
- Carry out minor repairs to School equipment as agreed with the School Business Manager/Principal.
- Purchase materials for minor repairs.

**External Maintenance:**

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of School, report/repair defects as appropriate.
- Assist in Inspections all fences, gates, walls, steps, lights etc.
- Report/repair defects as appropriate.
- Undertake designated gardening duties.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Assist in Inspections all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
- Carry out internal/external window cleaning where required.
- Carry out minor works in order to improve the site, as required by the School Business Manager/Principal and Board of Governors. Regularly check both internally and externally for any potential danger to students, staff or visitors and report immediately to the School Business Manager/Principal.

**Minibus:**

- Assist with checking of fuel in the minibus.
- Liaise with other staff to ensure relevant policies are renewed a timely manner.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you.

### Other Duties

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

### Site Officer – Person Specification

	Essential	Desirable	Evidenced
<b>Education and Training</b>			
Use of small industrial/electrical/mechanical equipment. Experience of basic building repairs and maintenance and grounds maintenance.	x		Application and Interview
<b>Qualifications/Training</b>			
Able to understand and apply regulations (such as health and safety, manual handling regulations etc.) Evidence of additional employment training. Able to operate electrical/mechanical systems.	x		Application and Interview
<b>Practical Skills</b>			
Able to effectively organise and supervise the work of others (such as cleaners and contractors). Good reading, writing and numeracy skills. Ability to use relevant technology computer/emails/photocopier. Able to regularly handle/use equipment to carry heavy items.	x		Application and Interview
<b>Personal Qualities and Attributes</b>			
A proven record of a high attendance at work; Honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors. Able to show initiative, work proactively to ensure the smooth running of the site. A knowledge of Equality and Diversity issues.  <u>Other Essential Requirements:</u> Willing and able to start work early when required. Be on call for emergencies and deal with casual evening and weekend lettings on an agreed basis as and when needed. Must be flexible with regard to working hours. Willing to undergo training as required.	x		Application and Interview
<b>Safeguarding</b>			
To comply with the Schools commitment to the protection and safeguarding of children	x		App, Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	x		App, Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.