

# JOB DESCRIPTION



**Job Title:**  
Site Officer

**Grade/Salary Range:**  
RG 3 15 – 18 (with gateway 19 - 21)  
JE Code Q516 or K211 (after gateway progression)

## JOB PURPOSE

To carry out duties in order to maintain a high standard of health & safety, repairs, routine maintenance and ad-hoc maintenance tasks around the Centre.

Work with the Specialist Gardener on specific projects and larger maintenance tasks.

Required to take on projects over the school holidays as needed.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Bursar

## MAIN DUTIES AND RESPONSIBILITIES

1. Lock/unlock school buildings and disable alarms. The post holder will be a key holder and may be required to lock and unlock outside of school hours with prior agreement.
2. Carry out regular Health and Safety checks and completing relevant paperwork as determined by Reading Borough Councils guidelines which are currently:
  - Weekly, monthly and quarterly legionella checks (temperature, flushing and descaling)
  - Daily fire exit and escape checks and disabling alarms upon opening up.
  - Weekly fire safety checks (alarm testing, fire extinguisher checks and emergency lighting)
  - Working at height requirements at the Centre including 6 monthly ladder check paperwork and visual safety checks upon each use.
  - Weekly playground equipment inspections.
1. Ensure site is safe and tidy at all times. This includes:
  - Regular jet washing, leaf blowing, litter picking,
  - Strimming nettles and long grass.
  - Gritting in winter and clearing paths as required.
2. Undertake daily site inspections to eliminate risks and escalate any repairs/issues to RBC Property Services as appropriate.
3. Report jobs to RBC Property services, tracking progress and updating Centre database so that all staff can check status of jobs.
4. Liaise with outside contractors and undertake client role in connection with premises related contracts.
5. Coordinate delivery and distribution of goods.

6. Porter duties e.g. bringing the milk from the main gate to each building on delivery mornings, moving bins ready for weekly collections, carrying heavier packages between buildings, moving furniture and equipment as required.
7. Undertake Maintenance Task as required:
  - Including but not limited to fixing broken play equipment, bikes, toys etc.
  - Some basic plumbing – replacing taps and washers, unblocking sinks and toilets etc.
  - Some basic carpentry requirements – putting up shelves and notice boards, fixing doors and locks etc.
8. Carry out safety audits of the premises and contribute to relevant risk assessment and audits as required.
9. Attendance at Governors Premises Meeting as required.
10. Maintenance and safe use of Equipment on site.
  - Maintaining all tools, Including power tools
  - Keeping shed equipped and tidy
  - Ordering parts and resources as required e.g. light bulbs, locks, plumbing parts using trade accounts and submitting receipts to Bursar.
  - Following risk assessments, including wearing appropriate Personal Protective Clothing (Provided) as required.
11. Attending and updating training required for role including Health & Safety, Fire Roles and Responsibility, Working at Heights, Legionella, Manual Handling, Safeguarding and GDPR etc.
12. Disseminating knowledge gained through training to upskill staff to promote good Health & Safety practice across the Centre.

**Gateway Progression Criteria to progress to points 19 – 21**

13. Responsible for set up and operation of a preventative planned maintenance programme.
14. Contribute to planning, development and organisation of systems, procedures and policies.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

Responsible for small building projects within the school  
 Responsible for complying with Health and Safety legislation and Building regulations as appropriate  
 Level 2 Health and Safety

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

**What level of DBS check is required for this post?** Enhanced

# PERSON SPECIFICATION



**Job Title:**  
Site Officer

**Grade/Salary Range:**  
RG 3 15 – 18 (with gateway 19 - 21)

## Qualifications/Education/Training:

No formal qualifications required, however a good general level of education, ICT Skills and awareness of basic Health and Safety legislation is desirable.

## Experience:

- Experience of completing Health and Safety paperwork (or equivalent paperwork)
- General maintenance/DIY experience, basic carpentry, plumbing skills etc.
- Experience of managing/prioritising workload
- Experience of managing small projects (desirable)
- Ability to work at height

## Skills and Abilities:

- To be able to work with minimum of supervision.
- Be diligent and show attention to detail.
- To be able to prioritise.
- To be able to work on own initiative, accept responsibility and make considered recommendations.
- General maintenance/DIY skills basic carpentry, plumbing skills.
- To have a flexible approach to carrying out tasks set.
- To be able to communicate effectively with all staff, as the successful candidate will need to take direction from the bursar, head teacher and any member of SMT.
- To be able to work as part of a team.

## Specific Working Requirements:

Good general level of health and fitness.

To be able to work flexibly for example:

- to accept longer (paid) working hours during periods of high workload
- to work flexible hours during the school holidays to complete projects while the children are not there.
- to work at short notice if there is an emergency at school.