



JOB DESCRIPTION

Post Title: Site Officer

Responsible to : School Business Manager

1. JOB PURPOSE

To ensure that the school premises are safe, secure, clean, and well-maintained at all times, providing a positive environment for pupils, staff, and visitors. This job description describes the normal duties of the postholder; however, the duties may vary or be amended dependent upon the needs of the school.

2. CONTEXT

The post holder will be expected to work largely on their own completing routine programs of cleaning and maintenance of the building, referring matter arising out of day to day work to the School Business Manager.

The role of the Site Officer is an integral part of the daily life of the school and has such the Site Officer is encouraged to form part of the team which work cooperatively for the benefit of all persons connected to the school.

The Queens's Federation is committed to safeguarding and promoting the well being of all pupils.



3. MAIN DUTIES AND RESPONSIBILITIES

2.1 Site Security

- Open and close the school buildings and grounds as required.
- Ensure all doors, windows, and gates are secure.
- Operate the alarm system and act as a key holder.
- Respond to call-outs when necessary, outside of normal working hours.

2.2 Maintenance and Repairs

- Main point of contact for all maintenance and caretaking duties.
- Carry out minor repairs and general maintenance tasks including painting and decorating.
- Maintain fixtures, fittings, and equipment in good working order.
- Report major faults and liaise with external contractors- for example school heating, plumbing and electrical system.
- Monitor contractor work on site to ensure quality and value for money.
- Undertake emergency repairs.

2.3 Health and Safety

- Ensure compliance with health and safety legislation.
- Undertake Health and Safety Training and have a commitment to ongoing professional development.
- Carry out Health and Safety inspections of the premises and grounds.
- Check fire alarms, extinguishers, and emergency exits regularly.
- Test emergency lighting.
- Report hazards and maintain accurate records.
- Oversee the implementation of the Health and Safety Policy.
- Work closely with the School Governor with responsibility for overseeing Health and Safety.
- Action items in a timely manner, following external reports.

2.4 Cleaning and Grounds

- Undertake and supervise cleaning duties.
- Maintain all outdoor areas including playground pathways.
- Carry out seasonal duties such as gritting and snow clearance.
- Ensure safe disposal of waste and recycling.
- Liaise with the grounds maintenance contractors
- Ensure all internal glass in windows and doors are kept clean
- Undertake periodic cleaning of carpets.
- Maintain COSHH records.



- Maintain stocks and supplies of cleaning equipment, preparing orders as necessary.

2.5 Facilities

- Prepare rooms for assemblies, events, meetings and school activities.
- Assist with school lettings and community use of the premises, in liaison with the Lettings Manager.
- Move furniture and equipment as required.
- Liaise with the out of hours Lettings Officer as appropriate.

2.6 Safeguarding

- Safeguard and promote the welfare of children.
- Follow school safeguarding policies and procedures at all times.
- Report any concerns immediately to the designated safeguarding lead.

2.7 Line Management

- Line manage other cleaners to ensure that cleaning is carried out to the highest of standards.
- Be part of the recruitment process for recruiting cleaners.

2.8 Reasonable Tasks

- Undertake any reasonable task related to the role not specifically detailed in this job description.

3. PERSON SPECIFICATION

Essential

- Experience in caretaking, maintenance, or a similar role
- Basic DIY and repair skills
- Good painting and decorating skills
- Knowledge of health and safety practices
- Ability to work independently and use initiative
- Good communication skills
- Flexibility to work outside of normal working hours when required
- Computer literate

Desirable

- Experience working in a school environment



- Relevant training (e.g. Health & Safety, COSHH)
- Experience supervising contractors and/or other team members

4. PERSONAL ATTRIBUTES

- Reliable, punctual, and trustworthy
- Excellent interpersonal skills
- Flexible and adaptable approach to work
- Friendly and approachable
- Committed to maintaining a safe and welcoming environment.

5. ADDITIONAL INFORMATION

- The role requires split shifts (morning and afternoon)
- Evening or weekend work may be required
- The post is subject to an enhanced DBS check
- There is a requirement to cover the annual leave of the equivalent post holder at our sister school

