



Thrive CE Academy Trust

Belonging Believing Becoming

Site Officer – Job Description

Post title:	Site Officer Level 3
Salary and grade:	NJC, Grade 4
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the Trust
Supervisory responsibility:	The postholder may in some locations be responsible for the deployment and supervision of the work of cleaners relevant to their responsibilities

At Thrive CE Academy Trust, all roles contribute to our ethos of **Belonging**, **Believing** and **Becoming**. The Site Officer plays a vital part in creating a safe, welcoming and inclusive environment where pupils, staff and visitors feel a strong sense of belonging; where potential is nurtured; and where the school community is supported to become the very best it can be.

Main purpose of the job:

The Site Officer will be responsible for the efficient operation, maintenance and security of the school buildings and grounds, playing a key role in ensuring compliance with health and safety legislation and Trust requirements. The postholder will oversee the upkeep of the premises and its contents, including site security, keyholder responsibilities, the operation of fire and intruder alarm systems, lighting, heating, cleaning and portage duties. In addition, the Site Officer will undertake a range of administrative duties and will be expected to use computer systems and software to support premises management, statutory compliance, maintenance reporting and the effective day-to-day operation of the school.

Duties and responsibilities:

Security and Site Management

- Ensure that the premises are kept secure and safe, including locking and unlocking the school building (including doors, windows, gates etc.) and ensuring the alarm is activated and deactivated and premises are secured.
- Act as a designated keyholder and respond to alarm activations and emergency callouts where required.

Building and Site Maintenance

- Undertake handyperson duties as appropriate. This will include carrying out minor plumbing, decorating, joinery, replacing light bulbs, and maintenance tasks within competency levels.
- Undertake regular inspections of the premises to determine the need for repair and maintenance work.
- Monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.
- Ensure all hard areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- Monitor the condition of school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.
- Ensure the safety of all paths and playgrounds in the event of ice and snow.
- Ensure drains, gullies and external areas remain clear and operational.
- Support site presentation for school events, inspections and visits.



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- Undertake portage duties, including receiving, checking and safely moving deliveries and supplies to designated areas.

Health and Safety Compliance

- Carry out planned preventative maintenance inspections and compliance checks on a regular basis to ensure that the school complies with statutory Health and Safety requirements at all times.
- Ensure compliance with COSHH regulations and safe storage of cleaning materials and chemicals
- Ensure that accidents at work and defects of equipment and machinery are reported promptly to the appropriate sources.
- Use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- Assist with audits and inspections undertaken by the Trust and external agencies.
- Maintain awareness of site health and safety risks and take appropriate action to address or report hazards, defects and unsafe conditions.

Contractor Management

- Liaise with contractors and service providers undertaking works on site
- Ensure contractors comply with safeguarding, health and safety and site procedures.
- Monitor the quality and completion of work undertaken
- Complete contractor documentation including permits to work and associated records where required.

Record Keeping and Administration

- Complete appropriate documentation relating to premises, maintenance, compliance, health and safety and cleaning activities.
- Maintain accurate compliance records using Trust-approved software and systems.
- Support the completion and review of risk assessments and implementation of safe working practices.
- Undertake administrative duties associated with premises management, including online maintenance systems, order forms, stock records and timesheets.

Cleaning and Cleaning Supervision Responsibilities

- Report any concerns about cleaning standards achieved by internal cleaners or outside contractors on site to the Headteacher.
- Provide practical support and supervise cleaning staff where required, including during deep cleans and the movement of furniture, equipment and other heavy items.
- Carry out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages.
- Ensure adequate stocks of cleaning materials, consumables and hygiene supplies are maintained.
- Ensure cleaning equipment is maintained in good working order
- Clean a designated area in accordance with the school's approved methods, frequencies and standards (Site dependent).

General

- Be flexible in working patterns to accommodate contractors/extra-curricular events at evenings or weekends.
- Attend appropriate training courses as required.



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- Work flexibly across the Trust's school sites as reasonably required, including providing support to Site Officers at other schools, assisting with planned projects, and covering staff absence, to help ensure the safe and effective operation of premises services.
- Undertake such other duties related to the post as may be assigned from time to time.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Signature of post holder:

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Date: / /

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Signature of Head teacher:

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Date: / /

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Person Specification:

Qualifications, knowledge and skills

Essential

- Practical skills with the ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work.
- Knowledge of Health & Safety and hygiene procedures and precautions.
- Willingness to gain awareness of COSHH regulations and apply knowledge appropriately.
- Numeracy and literacy skills with the ability to keep accurate records.
- Knowledge of moving and handling procedures and ability to work safely.
- Willingness to develop knowledge of ICT and other specialist equipment/resources.
- Ability to relate well to children and adults within a school environment.
- Supervisory skills and ability to manage contractor relationships.
- Ability to undertake all physical aspects of the role and use relevant equipment.
- Sufficient command of spoken English for confident and accurate communication.

Desirable

- Experience in a similar caretaking or premises role.
- Experience as a keyholder or in building security.
- Basic repair skills or experience with general maintenance tasks.
- Confidence using simple site or grounds equipment.

Personal Style & Behaviours

Essential

- Tact and diplomacy in interpersonal relationships.
- Self-motivation and drive to complete tasks to required standards.
- Flexibility to adapt to changing workload demands.
- Commitment to accessible and inclusive services.
- Commitment to continuous self-development.
- Commitment to continuous service improvement.
- Willingness to apply for enhanced DBS clearance.

Desirable

- Ability to work independently and as part of a team.
- Ability to manage change positively.
- Commitment to equality, diversity and respectful relationships.
- Strong interpersonal and rapport-building skills.

Alignment with Trust Values

Belonging

- Demonstrates inclusive communication and interpersonal respect.

Believing

- Shows high expectations of self and others.

Becoming

- Engages proactively in training and development.