



## **Job Description**

**POST TITLE: Facilities Site Team Member**  
**NJC Scale 3**  
**Permanent, 37 hours per week, full year**

**POST RESPONSIBLE TO: Site Supervisor**

**POST RESPONSIBLE FOR: The post has no responsibility for staff**

### **MAIN PURPOSE OF THE JOB**

Under the direction of the Site Supervisor, the Site Team Member will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating, portage duties and general maintenance and repairs.

### **DUTIES AND RESPONSIBILITIES**

#### **Key Areas**

- To ensure that the premises are kept secure and safe and in good working order
- To be responsible for the heating and the lighting of the school as directed
- To undertake basic handyperson duties as appropriate
- To undertake portage duties
- To undertake the general duties in accordance with the schools approved methods, frequencies and standards
- To ensure the site is kept clear of litter
- To ensure that accidents at work and defects of equipment, machinery and buildings are reported to the appropriate authorities
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained
- To ensure all contractors adhere to the school safeguarding policy and work safely at all times
- To work a shift rotation with colleagues to ensure the school is open, safe and secure during the hours of 6.30am and 9.30pm
- To undertake overtime duties related to the authorized use of premises outside the normal school hours
- To attend evening and weekend callouts as required

## **General**

- To undertake appropriate training as required
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher.

## **Contacts**

### **Regular:**

Facilities and Estates Manager, Site Supervisor, Teaching Staff, Support Staff, students, parents/carers. contractors

### **Supervision**

The post holder should be capable of planning and prioritizing their own workload referring queries as necessary to the Site Supervisor

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Determination**

**Honesty**

**Readiness**

**Respect**

**Spark**