

Job description: Site Maintenance Officer (Primary Academy)

Employment details

Job title:	**Site Maintenance Officer (Primary Academy)**
Reports to (job title):	**School Business Manager**
Type of position:	**Permanent**
Hours of work:	**25 hrs/wk – Full Year**
Level and scale point:	**Aspire Grade 4**

Job Purpose

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

MAIN RESPONSIBILITIES
• Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities under LMS. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.
• Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water.
• Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.
• Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
• Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and safety Regulations.
• Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
• Order supplies in order to maintain the necessary stock of appropriate resources.

- Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Principal.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.