



Job Description

Job Title: Site Agent

Grade: Grade 4C NJC Scale points 23-26

Job Purpose:

To support the Head Teacher and Business Manager by taking responsibility for management of the school premises and grounds and associated facilities. Oversee external contractors working on site.

Relationships:

The post holder is responsible to the Head Teacher and Business Manager.

The post holder also interacts on a professional level with lettings, contractors and colleagues, maintaining productive relationships with them. The main objective of the team, within which the post holder works, is to maintain a clean, safe and secure site for our pupils, staff, visitors and lettings.

Main duties and responsibilities:

- Manage specialist premises functions
- Undertake and review risk assessments of security risks to the school (grounds, premises and contents) including vandalism/arson.
- Operate as part of the management team, involved in planning and budget responsibilities
- Lead on discrete areas within an agreed system of supervision
- Manage maintenance, security and facilities systems on school site and premises
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of facilities staff and contractors
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site and monitor and report on associated budgets
- Make arrangements for effective response to emergency call outs
- Lead on the management of school lettings

Maintenance:

- Arrange service and maintenance tenders
- Manage the school's planned, preventative maintenance programme, to ensure delivery of agreed aspects of the programme (working with appropriately qualified and experienced consultants/contractors as appropriate)
- Order, maintain and correctly store materials and equipment, implementing appropriate control systems
- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated correctly

- Provide emergency access to the school site
- Control and assemble waste for collection, ensuring bin store is kept clean, tidy and secure
- Undertake specialist cleaning tasks including litter picking, clearing drains, sweeping external areas, cleaning bike storage areas and attending to emergency spills/blockages/flooding
- Coordinate deliveries, safe storage of deliveries and portage to appropriate stores/classrooms
- Monitor performance of service contractors and record performance against specified standards
- Undertake budget monitoring and prepare cost plans for repairs/maintenance and building activities as required
- Commission the maintenance and upkeep of specialist sports equipment.

Resources:

- Ensure and undertake to maintain a clean and orderly working environment
- Take a lead role in planning, development and organisation of systems, procedures and policies
- Manage records, information and data, producing analysis and reports
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment, resources and materials
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Be responsible for ensuring the maintenance, quality and safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment and materials
- Provide highly specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit and inventory of resources
- Manage and supervise lettings including premises, lettings and associated income, building and projects, etc.
- Manage health and safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Lead and work alongside other colleagues to ensure the smooth running of Open/Parents' evenings and other events.

Management responsibilities

- Be aware of and comply with the policies and procedures in relation to child protection, safeguarding, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Liaise with outside contractors such as cleaning, catering, grounds maintenance and ensure risk assessments and method statements are received and checked prior to commencement of work on site
- Produce and maintain a register of Risk Assessment for operations completed by site, cleaning and catering teams
- Attend all appropriate meetings, e.g. Site and Buildings or Health and Safety Committee, as instructed by the Head Teacher/Business Manager
- Hold regular team meetings with managed staff
- Ensure building systems and assets are recorded and maintained in such a way as to reduce running costs and maximise their life
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Supervise contractors when undertaking work on school buildings and grounds, checking that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in relevant meetings

- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all
- Assist in the preparation of specifications for capital project contracts for tender
- Undergo first aid at work training and update courses as required

Driving

- Be responsible for the safe use of the school minibus ensuring safety checks are carried out and recorded in line with Section 19
- Ensure that a system is incorporated and managed for the use of the school minibus
- Drive the minibus as required
- Be responsible for small groups of students whilst driving the minibus
- Complete documentation on daily inspections of the minibus
- Be responsible for the routine cleaning of the minibus
- Undertake MIDAS training.

Special conditions:

- There will be a need to work outside of school hours and off school premises, as required by the school.
- Required to have a flexible can-do attitude to work
- Any other duties reasonably pursuant to a Site Agent's role.



Site Agent

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<p>Appropriate qualifications and/or experience in field of work.</p> <p>Good standard of literacy and numeracy.</p>	<p>Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City & Guilds or equivalent.</p>
Experience	<p>2-3 years of site management experience to support day to day operation of an organisation within financial constraints.</p> <p>Experience of working with contractors.</p> <p>Experience of managing site projects and change.</p> <p>Experience of managing health and safety using manual and computer based systems.</p>	<p>Experience of a relevant trade (e.g. electrical, plumbing, construction).</p> <p>Experience or working in a school or similar environment.</p> <p>Experience of managing a budget.</p>
Skills / Knowledge / Aptitude	<p>Ability to undertake administrative tasks including budget monitoring.</p> <p>Knowledge of relevant policies, procedures, codes of practice and legislation covering COSHH, Legionella, Asbestos Awareness and other health and safety aspects affecting schools.</p> <p>Ability to build and form good relationships with students, colleagues and other professionals.</p> <p>Good organisational and prioritising skills.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work under pressure.</p> <p>Ability to operate a range of ICT equipment and other specialised resources.</p>	<p>Knowledge of establishing and reviewing development plans and risk assessments.</p> <p>Knowledge of construction/building regulations.</p> <p>Knowledge of stock control for cleaning and caretaking materials.</p>
Personal Attributes	<p>Able to work flexibly to meet deadlines, respond to unplanned situations and adapt to changing needs.</p>	

	<p>Willing to work overtime when needed, including evenings and weekend and to ensure lettings are serviced.</p> <p>Ability to work hard and take pride in the job, with a commitment to achieving high standards in all work, including cleanliness and hygiene.</p> <p>Willingness to undertake further training, particularly covering a range of health and safety courses.</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the Academy's changing needs (e.g. to work flexibly to meet specific or emergency situations).</p> <p>Commitment to the highest standard of child protection and safeguarding.</p>	
Physical	<p>Ability to undertake manual work and to perform tasks set out in the job description.</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners, etc.) and maintenance machinery.</p>	
Other	<p>Must be fluent in the English language in accordance with the Immigration Act 2016</p> <p>Availability for call-out duties (e.g. to respond to alarms).</p> <p>Willingness to wear protective equipment as supplied.</p>	