



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY
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Headteacher: Ellen Taylor
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SITE & FACILITIES OFFICER

Grade: Kent Range 5
Responsible to: School Business Leader

Purpose of the Job

To be responsible for the security, safety, caretaking, facilities, cleaning and general maintenance needs of the school site, both internal and external. To ensure a safe and excellent environment for all pupils, staff and visitors to the school, as directed.

Key duties and responsibilities:

1. Ensure that buildings and site are secure and safe; undertaking daily security and safety checks including locking and unlocking of buildings at pre-determined times.
2. Undertake general repairs and maintenance around the school, inside and outside, including, but not limited to, for example, minor plastering, decorating, repairs on furnishings and buildings, changing light bulbs, putting up shelves, minor plumbing issues. To keep a good supply of regularly used resources, ie light bulbs, batteries, etc.
3. Keep records relating to maintenance and security and ensure systems are in place for staff to report and record any such maintenance and site issues that need action.
4. Oversee all onsite premises and maintenance related contractors visiting or working on the school site in line with our Health and Safety and Safeguarding procedures. To ensure that all contractor work is completed to the required standards and within the required timescales.
5. Perform duties in line with health and safety regulations: (COSHH), legionellosis and asbestos and take action where hazards are identified; reporting serious hazards to line manager immediately.
6. Ensure all weekly, monthly, termly and annual checks relating to fire safety are carried out and recorded either by the post holder or any contractors commissioned by KCC.
7. Undertake monthly water meter readings and submit to appropriate water companies.
8. To assist with the cleaning of the school site, if the cleaners are absent ensuring the highest standards of cleanliness and presentation across the school. Liaise with cleaning staff on a daily basis to ensure all cleaning supplies are well stocked and that the school and site is always presented clean and tidy.





9. Maintain school grounds to include keeping the site clear of weeds and litter and to ensure that hedges and grass areas are kept regularly trimmed and tidy.
10. Undertake general portage duties including moving furniture, equipment and deliveries within and around school.
11. Operate systems in relation to heating, boilers, cooling, lighting and security (including CCTV and alarms).
12. Collect and assemble waste for collection and report any non-collections, including the disposal of any waste to local waste collection sites, if required.
13. Ensure playground surfaces and equipment is checked and maintained for safety and wear and tear, recording these checks appropriately.
14. Act as a designated key holder, providing emergency access to the school site in out of school hours.
15. Assist in the setting up of IT equipment to enable it to be used as needed, including replacing resources like projector lamps and extension leads. Ensure computers and laptops are in the correct position and assisting the Business Manager with the annual asset register check.
16. To assist and monitor the staff car park and school driveway ensuring safety for all pupils, staff and families coming to the school.
17. To ensure the vehicle gates are regularly monitored and report immediately any problems that arise, liaising with the contractors as necessary.
18. To keep tidy and organised the caretaker's store so that supplies and resources are easily accessible by staff.
19. To be first on site in the event of bad weather to make safe, using appropriate resources and to liaise with Senior Leadership Team as to the safety of the school site and whether a closure is needed.
20. To report regularly to and liaise with governors in relation to site and premises.
21. To work in part of the school holidays liaising with the cleaning staff to carry out the following:
 - the annual high level clean across the school, including the cleaning of all windows internal and external
 - to carry out the annual maintenance of the sports pitch (as set out by manufacturers)
 - to sand and polish the school hall floor
 - to arrange for cleaning of all carpeted areas
 - any other identified maintenance jobs that are not safe to carry out during the term time
 - record and maintain time sheets



Person Specification and Criteria:

Applicants should describe in their application how they meet the criteria and specifications below.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • GSCE Maths and English • Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
EXPERIENCE	Experience of working in a school, local authority or health sector in a similar position
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, tools. • Day to day operational maintenance of plant and equipment. • Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors. • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Has written and numeric skills in order to complete more detailed records and reports • Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc. • Able to communicate using information technology as required for the job, including a good understanding and knowledge of Office 365 platforms. • Able to recognise and to deal with emergency situations. • Trustworthy and confidential. • Good understanding of children and the ability to communicate with children and adults alike. • Well organised and can manage own workload with initiative to act on situations • Practical, methodical with a strong ability to pay attention to detail
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of policies and procedures in relation to safeguarding, school security, minor maintenance and repairs. • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling

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| | <ul style="list-style-type: none">- Safe use of machinery and/or equipment- COSHH- First Aid and Hygiene Practice- Lone working procedures and responsibilities- Working at Height- Fire Safety Procedures- Water Hygiene- Asbestos Management- Risk Assessments• Basic knowledge of plumbing and electrical systems |
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