

BEDFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

JOB TITLE: Site Agent
RESPONSIBLE TO: School Business Manager/Head Teacher

JOB PURPOSE: Site Agent

To keep the school functioning, particularly in respect of Security premises/Heating and Lighting/Cleaning/General DIY/Health and Safety

To maintain high standards of cleaning and professionalism in all roles. To adopt the principles of our Values Education programme, ensuring that Values are modelled at all times when dealing with children and the wider community.

Main duties and responsibilities: Site Agent

Security of premises

1. Ensure that the school is open and set up at the beginning of each school day and securely closed at the end of the day, including locking up after evening lettings.
2. Take reasonable steps to secure the school premises including unauthorised parking of vehicles. Carry out any necessary duties incurred with burglar alarm systems where fitted. Attend alarm call outs if required Check regularly fire extinguishers. Undertake the responsibility of key holder. Carry out regular fire alarm testing and keep appropriate records.
3. Be aware of asbestos in school, ensuring appropriate compliance.
4. To be responsible for ensuring clear and safe pedestrian access to the school/establishment, particularly in adverse weather conditions (eg snow clearing, gritting).
5. To ensure that gullies, drains etc are kept free from debris and that the school/establishments and grounds are swept regularly and kept litter free.
6. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
7. Take regular readings of all fuel/water meters. Ensuring energy bills and meter readings tally.
8. Replace/clean light fittings, light bulbs and tubes as required, applying appropriate health and safety regulations.
9. Undertake legionella water testing to ensure the school is compliant.

Cleaning of premises

1. Attend and all essential health and safety training courses, including training in asbestos/legionella/COSHH procedures, and ensure the school complies with all legislation as determined by the management of the school and/or the LA.
2. To work alongside and line manage the cleaners.
3. Carry out cleaning work to a high standard (as detailed in the works schedule) in designated areas, where applicable, and ensure that the whole school is cleaned using approved and appropriate materials.

4. Emptying bins daily and ensuring general rubbish is disposed of appropriately.
5. Keep a check on cleaning materials, and other consumables eg, toilet rolls, light bulbs etc for economy reasons and order fresh supplies in time to avoid shortages.
6. Undertake the inspection of toilets and replenish soap and toilet paper as required daily
7. Cleaning of the pool area toilets and changing rooms where necessary

Maintenance duties

Undertake general maintenance including:

1. Painting and decoration projects
2. Joinery, first line maintenance and repairs of fixtures and fittings
3. DIY projects
4. To report emergencies in the case of faults with gas, electric and water supply to the relevant person
5. To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

Other duties

1. Ensure that all caretaking equipment is clean and in good working order and that the caretakers/cleaners' room is clean and tidy at all times, ensuring staff have clear and safe access to this provision during the day.
2. Carry out reasonable instructions of the Office Manager/Head Teacher.
3. Draw attention of the Office Manager to any repairs and maintenance work required.
4. Carry out weekend security checks, if reasonably required by the Head Teacher
5. Be aware of and adhere to all Central Bedfordshire Council procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that form part of the school's health and safety policy and where required to be a member of the school's Health and Safety Committee.
6. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
7. Willingness to be flexible in working hours, ie, working late afternoons/evening for special functions such as parents' evening/Christmas play etc.
8. Willingness to undertake continuing professional development as required.
9. Attend INSET training days, as required by the Head Teacher.
10. To undertake any other duties as required by the Office Manager/Head Teacher

PERSON SPECIFICATION

JOB TITLE:

Site Agent

Attributes	Essential	Preferred
Education/ Qualifications	Good standard of numeracy and literacy	First aid qualification
Essential to the Role	Must hold full UK driving licence and have access to own car, fully taxed, insured (with business insurance) and MOT certificate (copies will be required)	
Experience	Previous relevant experience	Previous experience of working (paid or unpaid) in a school or educational setting
Skills/Knowledge/ Aptitude	<p>Ability to undertake a range of simple maintenance tasks</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as a team member</p> <p>A commitment to equality principles and practice</p> <p>Ability to supervise staff/external contractors as required.</p> <p>Ability to supervise children.</p>	<p>Knowledge of health and safety regulations</p> <p>Knowledge and experience of effective cleaning methods/duties</p>

	Willing to embrace the Values education and model these Values at all times.	
Motivation	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Willingness to work overtime when needed, including evenings and weekends</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</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)</p>	
Other	<p>Must be fluent in English in accordance with the Immigration Act 2016</p> <p>Availability for call-out duties (eg to respond to alarms)</p> <p>Willingness to wear protective equipment as supplied</p>	