

Job Description

Post Title: Site Support

Establishment: Outwood Academy Ormesby

Grade: Grade D 37 hours per week 52 weeks

Reporting to: Business Manager

Overall purpose of the post

The post holder is responsible for ensuring that the school is well-maintained, safe and secure site for all users.

Responsibilities and accountabilities

1. Carrying out security procedures for School buildings and grounds.
2. Opening and closing of the School premises including gates, doors, windows, fire exits etc. for the purpose of the School use, lettings, functions, maintenance and emergency services.
3. Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
4. Reporting acts of vandalism to the Site Manager and or police as necessary.
5. Complying with instructions from the Site Manager/Principal concerning letting procedures and carrying out as per letting agreement.
6. Carry out as required by the Site Manager any necessary cleaning of areas within the letting agreement.
7. Ensure reporting mechanisms are regularly updated and compliant.
8. Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Site Manager.
9. To co-operate with the Site Manager to ensure cover in the event of sickness, or other absences including holiday leave.
10. Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments
11. Unpack and store stock.
12. Moving of school furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.
13. Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
14. Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
15. Ensure access for emergency services, assist as necessary and secure premises as required.
16. Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
17. Replace lamps and domestic fuses as required.

18. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
19. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform Site Manager of items which may require ordering to enable completion of the above mentioned works.
20. Assist Site Staff with the supply and availability of all hygiene materials.
21. Remove graffiti etc.
22. Attend appropriate training course as required.
23. Maintain cleanliness and general tidiness of all external areas.
24. Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation.
25. Inspect outside fabric of the school, report and repair defects as appropriate inspect all fences, gates, walls, steps, lights etc. Repair report defects to Site Manager as appropriate.
26. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
27. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
28. Fire Marshall duties in the event of a Fire or Emergency Evacuation.
29. To undertake First Aid duties on direction from the Principal.
30. To comply with the School's Child Safeguarding Procedures, including regular liaison with the School's Designated Child Safeguarding Person over any safeguarding issues or concerns.
31. To comply with the School policies and procedures at all times.
32. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the School.

This job description may be subject to change, following consultation between the employee and employer