



## JOB DESCRIPTION

**SCHOOL:** Ribbon Academy

**POST TITLE:** Site Technician

**GRADE:** 3 scale point 4-6

**REPORTS TO:** Site Manager

**MAIN PURPOSE:** To work as part of the premises team under the supervision of the Site Manager. The postholder will have particular responsibility for ensuring a safe, well maintained and compliant environment with high standards of cleanliness across the Academy.

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### TASKS:

#### RESPONSIBILITIES:

- To ensure the general security of the school's premises and grounds (including safety measures in cold weather – gritting). Mandatory records are accurate and up to date.
- To carry out routine, first line repairs and maintenance.
- Identify and report preventative maintenance.
- To undertake general portage duties.
- To undertake cleaning of designated areas of the school building according to instructions.
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Trust and securing the premises after use (as and when required).
- To keep records relating to maintenance and security.

#### SECURITY ACCESS:

- To be named key holder for the school premises.
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises).
- Daily checking of security devices/systems and setting of the alarm system where provided.
- Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc.
- Assist with fire drill practices.
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff, where necessary.

#### HEALTH & SAFETY:

- Ensuring that the site is free from hazard during daily perimeter checks.
- Ensuring that the school premises and furnishing area are safe and in good order.
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to.
- To attend appropriate Health & Safety training courses.
- Ensure that areas contaminated with biohazardous matter (e.g. bodily fluids) are cleaned and disinfected.
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.

#### GENERAL MAINTENANCE:

- Carry out or assist with minor repairs and maintenance that do not require a qualified craftsman e.g. re-hanging a door, fixing a broken toilet, fixing a broken window.
- Reporting any repairs and maintenance work required to the Site Manager.
- Liaising with the Finance Team for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc. in the absence of the Site Manager.
- Checking lamps/florescent tubes and replacing as necessary.
- Carrying out specific procedures in the event of fire, flood, accident or major damage.
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy.
- In absence of the Site Manager, protecting the premises and site for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made.

#### PORTAGE:

- Moving furniture and equipment around the school premises, as requested.
- Taking delivery of goods ordered by the school and storing if required or delivering to an appropriate area of school.

**SYSTEMS:**

- Reporting any system failures promptly to the Site Manager and ensuring that if such failures occur, in the Site Manager's absence, the correct emergency procedure is initiated to provide the necessary service for the school.
- Carrying out frost procedures when necessary.
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition under the supervision of the Site Manager
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Site Manager, Head Teacher/Board of Trustees.

**GROUNDS MAINTENANCE:**

- Ensuring that all hard play areas and paths are clean and free from litter, foreign objects and excrement.
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.
- Emptying outside litterbins and keeping areas around the school premises litter free.
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing.
- To cut all grassed areas surrounding school and the maintenance of grass cutting machines.
- Maintain, effective and accurate records.

**CLEANING:**

- To clean a designated area of the school as allocated including children and staff toilets.
- Emptying general litter and recycling bins.
- To follow all health and safety codes, health and hygiene codes of practice in relation to cleaning, eg COSHH.
- The safe use of chemicals and cleaning materials as instructed by the Site Manager following Health and Safety and COSHH guidelines and the use of Personal Protective Equipment (PPE).
- To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.

**OTHER:**

- Participate in training and other learning activities as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time, including to cover the duties of the Senior Cleaner in their absence"

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:

**PERSON SPECIFICATION**

**POST TITLE:** Site Technician

**GRADE:** 3 scale point 4-6

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>COSHH training</li> <li>Health &amp; Safety training</li> <li>Manual Handling training</li> <li>Fire safety training</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>DIY experience at a similar level of a semi-skilled craftsman</li> <li>Care and maintenance of premises, including security</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Experience of working with heating systems</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety requirements</li> <li>Knowledge of security systems and procedures</li> <li>Able to carry out set instructions and seek clarification where necessary</li> <li>Understanding of appropriate cleaning methods and standards</li> <li>Ability to follow and comply with instructions on equipment/machinery</li> <li>Good communication skills and the ability to work effectively with a wide range of people</li> <li>Able to deal with emergencies outside normal working hours, following set procedures</li> <li>Knowledge and experience of manual handling</li> <li>Able to prioritise daily workload</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>Pleasant and friendly manner</li> <li>Reliable, polite and punctual</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	