

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Site Maintenance Officer	JOB REF NO	AAAE5328
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BASIC JOB PURPOSE

Maintain the security of the premises and its contents; including being a registered key holder.
Ensure that the lighting and heating systems are in good working condition.
Carry out cleaning of designated areas; monitor the cleaning carried out by Assistant Caretakers and Cleaners on a day to day basis.
Undertake minor repair and portage duties.

MAIN RESPONSIBILITIES

NO	
1	Maintain the school building, including effecting repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition that meets required standards / business needs.
2	Monitor and operate the engineering systems (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water.
3	Liaise with contractors engaged by school and monitor their work (as directed by Line Manager) to ensure specified standards are achieved.
4	Operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5	Maintain Health and Safety standards in line with advised statutory legislation, reporting to Line Manager any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
6	Carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
7	Maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8	Supervise Assistant Caretaker(s) and Cleaning staff, and monitor work being carried out by them.
9	Carry out banking duties as required by the school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	