

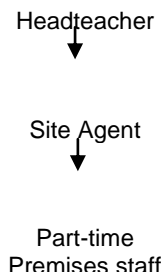
JOB DESCRIPTION

TITLE: Site Agent 1
SCHOOL: Bramingham Primary School
RESPONSIBLE TO: Bursar
GRADE: L4

PURPOSE OF POST:

Responsible to the Bursar for the attention required to ensure that high standards of safety, security, cleanliness and maintenance are achieved and sustained in order that the school can function efficiently and effectively.

ORGANISATION CHART:



ETHOS:

All staff are part of the whole school team and as such are required to work collaboratively and co-operatively. This means they support the values and ethos of the school and school priorities as defined in the School Improvement and Development Plans. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

PRINCIPAL RESPONSIBILITIES:

1. Security and safety of the school premises (this includes the school grounds):

- Ensure that the school is secure out of school hours, following correct procedures for locking and alarm systems
- Ensure all windows and doors are secured and all lights and heaters are switched off after use
- Undertake the responsibility of key holder as required
- Ensure the school is open for pupils and staff each day and to persons who have hired the premises for public and private use
- Ensure any necessary snow/ice clearance and gritting is carried out
- Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment is fully functional at all times
- Ensure the premises are safe and that health and safety regulations including COSHH are complied with
- Ensure all appropriate records and documentation are kept in accordance with regulations and as directed by the bursar and headteacher.

2. Heating and lighting

- Ensure that the temperature within the school is maintained at appropriate levels
- Ensure all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency.
- Ensure an adequate supply of fuel is available to enable continuity of heating.

3. Cleanliness

- Ensure that appropriate rotas and programs of work are in place to enable high standards of cleanliness to be achieved throughout the premises
- Monitor the work of the premises staff to ensure that high standards are maintained throughout the premises and take action to address any shortcomings, this includes providing training
- Provide cleaning cover when and where necessary
- Ensure there are adequate supplies of cleaning materials available
- Ensure that cleaning materials are stored and used correctly in accordance with health and safety regulations
- Ensure all equipment used for cleaning is maintained to the required standards
- Ensure that the premises are litter free
- Ensure that the premises are free of leaves and debris

4. Repair and maintenance

- Establish and regularly review a maintenance program
- Ensure the premises are kept in a good state of repair by undertaking maintenance tasks as per the maintenance program
- Carry out handyperson duties in respect of minor temporary repairs (see list attached)
- Under the direction of the bursar make arrangements for other repair and maintenance work to be carried out by approved council contractors

5. Working with others

- Contribute to a purposeful and positive working atmosphere
- Manage the premises team ensuring there is adequate cleaning provision at all times
- Ensure that relevant information is provided to the premises team to enable them to keep in touch and up to date
- Ensure that communications with colleagues, pupils, contractors and the wider community are polite and effective.

6. Other requirements

- Undertake other duties as required by the post e.g taking delivery of and storing materials; portage duties etc
- Carry out the prescribed letting procedure for the school.
- Responsible for ordering cleaning supplies and fuel within the agreed budget and from approved companies

HANDYPERSON TASKS

Plumbing - simple tap repairs

- ball valve re-washing
- clearing blocked sinks, wash basins, baths, urinals, etc.
- clearing drainage blocks (above ground level) where visible and accessible
- replacement of toilet seats
- lavatory (cistern), pull chains and handles, etc.
- replace plugs on bath, sink, and wash handbasins
- replace with equal broken pipe brackets, fix or refix
- ditto - toilet roll holders
- cleaning gutters, rainwater pipes and gullies
- attention to simple leaks using compression or plastic fittings as appropriate
- thoroughly flush through cold water installation at the end of each

holiday period.

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| Electrical- | replacement of all types of tubes and lamps |
| - | refixing of dislodged light fitting diffusers |
| - | removal of broken light fitting diffusers |
| - | replacement of missing screws from light switches and socket outlets |
| - | replacing fuses (on a like-for-like basis) |
| - | fitting of new and replacement plug tops |
| - | regular sound testing of all bell circuits, fire alarms, class change, etc. |
| Joinery- | simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks |
| - | refixing or replacing door stops, restraining catches, hooks, etc. |
| - | easing doors for correct opening and closing, like-for-like hinge replacements |
| - | fix shelves and pin boarding |
| - | replace coat hooks, curtain tracks, etc. |
| Decoration | - simple type redecoration, using proprietary paints and finishes |
| Heating | - check all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent when necessary, refix loose and damaged casings. |
| Energy | - regularly, once per month, read gas, electricity and water meters |
| | - check for correct settings and operations of all thermostats |
| Furniture | - simple repairs to desks, chairs and other minor repairs to loose equipment |
| Emergency Action | isolate and drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents |
| Miscellaneous | - simple repair or replacement of window catches, handles hinges and stops. Easing for easy opening |
| - | replace isolated damaged wall tiles splash backs with like-for like |
| - | temporarily block off broken windows |
| - | repair cleaning equipment for own use (not internal repairs to electrical goods) |
| - | minor running repairs to fences and gates of all descriptions |
| - | re-erect dislodged signs and / or fix new ones |
| Ventilation- | ensure that all rooms are correctly ventilated both in and out of school hours, paying particular attention to toilet areas. |

DIMENSIONS:

Supervisory Management: Up to 6 part time premises staff

Financial Resources: Will be responsible for ordering cleaning supplies and fuel (in some locations).

Physical Resources: Responsible for the safety and security of the building, cleaning and handyperson tools and equipment.

Physical Effort: The job involves a considerable level of physical effort for over 10% and up to 25% of the total working time. Lifting/carrying is also a feature requiring a high level of effort for over 5% and up to 10% of working time.

Working Environment: The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so. However this exposure occurs for less than 10% of the overall working time, but s/he has regular exposure to very disagreeable, unpleasant or hazardous situations for up to 10% of their working time. Verbal abuse, aggression or other anti-social behaviour from members of the public is a feature of this job.

Site Agents will be required to attend the school premises for regular and ad hoc lettings, either to attend for the whole period of the booking or at the beginning and completion to ensure the security of the buildings, for which there will be additional payment. In addition some schools will require that weekend boiler and/or security checks are undertaken as part of the normal working week.

CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of care-taking duties in a general capacity Demonstrable experience of supervising others.	1,2 1,2	Some supervisory Experience	1,2
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work. Literacy skills - able to read instructions, and maintain work related records Able to work without supervision using initiative to complete tasks appropriately. Contribute positively to the work of the team Follow simple instructions and procedures eg security systems and procedures Able to communicate politely and tactfully with school premise users Able to manage the work of the team. Able to prepare and implement rotas and work programmes.	1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2,5	Recognised trade or profession e.g plumbing, electrical, carpentry, building, painting and decorating. Proven ability to manage the work of others.	1,2 1,2
Equality Issues	Able to identify some types of discrimination that commonly exist.	2		
Specialist Knowledge	Some knowledge of Health and Safety, including COSHH	1,2	Recognised health and safety qualification. Knowledge of safety and security systems.	
Education and Training	Willingness to undertake relevant training.	1,2	Recent relevant training.	
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken Able to remain calm in a busy working environment.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to; i) Equal Opportunities, ii) Health and Safety, iii) Data Protection Act (1984 & 1998).