



PINCHBECK EAST CHURCH OF ENGLAND AND SURFLEET PRIMARY SCHOOLS

Our Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

JOB DESCRIPTION – SITE STAFF

RESPONSIBLE TO: Site Manager

PURPOSE OF JOB:

To assist in the effective provision of our sites servicing including security of the premises, grounds and their contents, heating and lighting of the premises, portage and minor maintenance repairs. To liaise with contractors, and assist with general repairs and maintenance issues through BYB service. To help ensure that the premises and grounds are cleaned, maintained and repaired, and ensuring that regular safety checks are carried out as required and appropriate records are maintained. Assist in maintaining the asset and premises management plan using Every software.

MAIN RESPONSIBILITIES, TASKS AND DUTIES:

- To be responsible for the security of the premises and its contents, routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the site manager any issues of suspected trespass, theft or unauthorized parking vehicles on the premises. To be a named key-holder and contact for police/security contractor in the event of any incidents on the premises.
- To assist the site manager with regular checking and testing of legionella water routines, the fire alarm warning system sounders, other fire equipment and school procedures, in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Regular checking and recording of the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
- To assist with energy management, ensuring the efficient running of the heating, electrical, gas and water systems within the school including any necessary frost precautions. To report system failures in accordance with school procedures. Support the satisfactory maintenance/repair of equipment and that where applicable adequate stocks of fuel are maintained. To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding).

- To ensure that all cleaning and grounds equipment/materials are maintained in a clean, safe and efficient working condition with appropriate security. To ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean. To ensure clear pathways of snow and apply salt when required and record this action.
- To help ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage.
- To carry out minor repairs and where necessary report to the appropriate officer those which require the attention of outside contractors. To admit contractor's employees to premises and direct them to their job location, overseeing contractors work being carried out on the premises.