



HORSFORTH SCHOOL

Job Title: Evening Site and Lettings Officer

Responsible to: Estates and Facilities Manager

Hours: Full time, 37 hours per week plus overtime. Shift pattern*: Mondays to Thursdays 2pm until 10pm, Fridays 12pm until 8pm

Pay Band: CI £24, 496 - £26, 845 per annum

***may vary subject to lettings demand**

Purpose of job

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school sites and premises

Main Responsibilities:

- Lock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- The School utilises an out of hours security service for the intruder and fire alarm system. In extreme circumstances the postholder may be called upon to provide out of hours support to the security services company.
- Carry out various maintenance duties to ensure the general upkeep and maintenance of the premises e.g. redecorating, fixing, minor plumbing, basic joinery etc.
- To organise and carry out improvement work e.g. erecting shelves, notice boards
- To maintain all sports surfaces, grounds, landscaped areas to a high standard including cricket, football, rugby, hard surfaces and artificial pitch. Duties will include grass cutting (ride on tractor), maintaining pathways and paved areas.
- Emergency snow clearance
- Weekend lettings cover (approx. one Sat and Sun every 5 weeks, overtime paid)
- To support the preventative planned maintenance programme
- Operation and maintenance of heating plant and lighting system
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning task
- Liaise with contractors
- Support energy control and conservation

- Be responsible for maintaining records, information and data.
- Create and maintain a purposeful, orderly and productive working environment
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Demonstrate and assist in the safe and effective use of specialist equipment/material
- Porter duties e.g. delivering mail, moving furniture and equipment,
- Monitoring and re-stocking of school vending machines
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties if required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support other
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Driving School Minibus (training will be provided if necessary)
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- To undertake any other duties that are commensurate with the post

The postholder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Leadership Team.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The school has a no smoking/vaping policy.

Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.