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**Site Agent**

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|  | Print Name | Signature |
| Date Effective |  |  |
| Headteacher | Lisa Leonard |  |
| Line Manager |  |  |
| Employee |  |  |

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| GRADE: |  |
| REPORTS TO: |  |

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| **JOB PURPOSE:** |
| **MAIN RESPONSIBILITIES:**  **Security can include:**   * Ensuring that the building and site are left in a secure situation, which includes locking/ unlocking of school gates and external and internal doors and closing windows. * Registering as a key holder and being a point of contact in an emergency callout situation. * Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations. * Alerting the SBM to any risk to a breach of security. * Contact and direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident. * Ensuring that the intruder alarm and the CCTV (as appropriate) are kept in good order and maintained regularly. * Opening and closing the school site each day. * Patrolling the site to check for hazards, damages and intruders. * Preventing the trespassing and unauthorised parking on the school premises.   **Health and Safety can include:**   * Undertake termly Health & Safety inspections with the Health & Safety committee, acting upon any issues highlighted. * Ensure all appropriate records and documentation are kept in accordance with the Health and Safety Policy. * Carrying out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook. * Overseeing the maintenance of the fire alarm to ensure it is kept in good order. * Ensuring that the emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook. * Ensure that the schools planned preventative maintenance checks are carried out, including the assessment and control of Legionella risks, by a specialist company in accordance with regulations and accessible records are kept. Periodically de-scale shower heads. * Undertake electrical testing of portable equipment within the agreed schedule. * Ensure the safe use of all electrical appliances in school. * Ensure that all playground inspections are carried out in accordance with guidelines.   **Cleaning can include:**   * Managing and monitoring the performance and standard of cleaning carried out by the cleaning team. * Overseeing and arranging all other cleaning which does not fall within the contractual arrangements eg: window cleaning. * Ensure that appropriate training is provided and guidance and support are available when necessary. * Ensuring that protective clothing is worn as required and safe working methods are adopted.   **Swimming Pool maintenance can include:**  Ensuring that the swimming pool is correctly heated, treated and cleaned by:-   * Testing the balance of pool water, chlorine and PH levels. * Recording results and reporting any discrepancies to the SBM. * Overseeing the visits with the representative from the water monitoring company to test the water balance levels of swimming pool. * Supervising and monitoring the back washing the pool carried out by the cleaning contractors. * Emptying, cleaning and refilling of the swimming pool in the event of a faecal contamination according to guidelines   It is necessary to have undergone a formal course of training to undertake these tasks.  **Porterage can include**:   * Taking delivery of and distributing any stores, materials and other goods. * Moving of furniture and equipment, or any other lifting tasks required by the school. * Setting up chairs as required for assemblies and whole school events. * Arranging the disposal of any redundant furniture and equipment in accordance with procedures, advising the SBM for removal from the school’s Inventory record. * Taking delivery of stores, materials, and other goods and storing them.   **Grounds maintenance can include:**   * Managing and overseeing the contractual grounds maintenance company. * Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter. * Providing safe and adequate access to the school and classrooms during inclement weather, e.g. flooding, snow etc and clearing and salting paths when necessary. * General supervision of the playground, the car park and open areas surrounding the premises.     **Driving can include:**   * Driving the school minibuses when directed for maintenance purposes and school outings.   **Lettings can include:**   * Covering lettings of the school premises, as required and in accordance with the Lettings Policy. * Letting duties includes opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.   Some attendance on site during lettings outside normal working hours may be required.  **Building maintenance tasks can include**:   * Arrange a programme of work for renewal/redecoration with Premises committee termly. * Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture. * Glazing – temporary repairs, making safe by methods available. * Plastering and concrete – repairing patches, floor and steps. * Plumbing – pipe freezing, fitting stop taps, simple plumbing tasks.   **Training can include**:   * Attending all whole school INSET days sessions. * Attending Health & Safety training courses related to the role. * Attending external training course which relate directly to the role.   **Miscellaneous can include**:   * Carrying out day to day tasks as reasonably instructed by the SBM. * Being responsible for managing a site budget and ensuring best value for money * Maintaining confidentially when necessary. * Reporting any incidents/accidents. * Making sure that use and storage of chemicals is in accordance with COSHH. * Operating in accordance with school policy and in particular to ensure Health & Safety requirements are met.   **Whole-school responsibilities**   * Participate in the performance management process agreed in school. * To play a full and active part in the life of the school. |

**Safeguarding Children**

**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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment’.

**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** |
| Experience | * Some experience of care-taking duties in a general capacity * Demonstrable experience of supervising others | * Experience of working in a school environment is desirable for this post |
| Skills and 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 * 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 converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English |  |
| Competencies | * Able to form appropriate relationships with young people | * Able to demonstrate appropriate motivation to work with young people * Emotional resilience in working with challenging behaviours * Appropriate attitudes to use of authority and maintaining discipline |
| Equality Issues | * Able to identify some types of discrimination that commonly exist |  |
| Specialist Knowledge | * Some knowledge of Health and Safety, including COSHH | * Asbestos training * Pool maintenance * Legionella training |
| Education and Training | * Willingness to undertake relevant training |  |
| Other Requirements | * Able to adapt to changing operational demands in terms of tasks undertaken |  |