



High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Job Description Site Officer

Name:

Reporting to: Site Manager

Working Time: 37 hours, Whole Time, including Shift Rota

Salary/Grade: Band 6 + Shift Allowances

Disclosure level: Enhanced DBS

Post Purpose:

- To be responsible for the maintenance and security of the College premises and site, ensuring a safe environment.

Key Responsibilities:

- Ensure that buildings and the site are secure, including during out of college hours and take remedial action if required
- Act as the designated key holder for the College premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Arrange emergency repairs
- Arrange and carry out regular maintenance and safety checks following agreed college schedules
- Responsible for the operation of a planned preventative maintenance programme.
- Oversee and monitor the electrical testing of portable electrical appliances and update site records
- Organise and carry out redecoration programmes as agreed with the Headteacher
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Maintain site records relating to the maintenance of the College site
- Undertake emergency and specialist cleaning tasks
- Monitor stock and order supplies
- Monitor fire safety equipment and carry out fire drills
- Liaise with police, security and surveillance contractors
- Undertake general portage duties, including moving furniture and equipment within the college
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Assist with safety audits of the premises and contribute to risk assessment activity
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.



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- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry conditions
 - Monitor the work of cleaning and other site staff.
 - Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
 - Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements
 - Promote and ensure the health and safety and staff, students and visitors at all times
 - Driving the College Minibus.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Post Holder)

Signed _____
(Headteacher)

Dated _____
(Post Holder)

Dated _____
(Headteacher)



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Person Specification

Attributes	Essential	Desirable	Assessment
Qualifications and Training	1. NVQ Level 2 or relevant professional qualifications. 2. Good Level of Education	1. 5 GCSE's 4-9 (A-C) including English and Maths	• Application form • Letter of application • References
Experience	1. Manual handling and working at a height	2. Working in a school environment	• Application form • Letter of application • References • Interview
Knowledge and Understanding	2. Knowledge of procedures for undertaking cleaning duties and use of cleaning equipment and chemicals 3. Relevant health and safety, COSHH requirements 4. Ability to understand/read an O&M Manual to diagnose issues and problems	3. Supervision of cleaning staff, ordering supplies and repairs 4. Building regulations and legislation 5. Basic Health and Safety 6. Risk and project management skills	• Letter of application • References • Interview
Skills and Personal Qualities	5. Prioritise work load 6. Be proactive 7. Ability to deal with complaints in a professional manner 8. Flexible approach to the working day 9. Professional approach to work 10. Excellent attendance and punctuality 11. Ability to work to strict deadlines 12. Ability to communicate effectively with staff 13. Good organisation skills		• Application form • Letter of application • References • Interview

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.



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Support Staff Benefits

Currently the College offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Generous holiday entitlement up to 33 days including bank holidays;
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling