



**LONDON BOROUGH OF ENFIELD**

**EDUCATION DEPARTMENT**

**EVERSLEY PRIMARY SCHOOL**

**JOB DESCRIPTION**

POST: Assistant Site Officer

RESPONSIBLE TO: Office & Finance Manager

PURPOSE: To assist the Headteacher with the maintenance and development of the School premises and grounds.

**Salary: £26,520 (Band B, point 15)**

**Hours: Minimum of 41 hours, maximum 45 hours per week x 52 weeks per year**

DUTIES: To include:-

**1. Security of Premises and Site**

- a) The opening of the School premises at an appropriate time, as required; deactivating intruder alarm systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
- b) Securing the premises at the end of the day, as required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safe-keeping of the keys to the Premises.
- c) Providing access to the School, as required, for authorised personnel or appropriate emergency services outside the normal hours of opening in the event of an emergency.
- d) Taking appropriate action regarding trespassers, including informing the Headteacher, Local Education Authority or Police, as appropriate.
- e) Assisting with inspections to ensure that the School complies with Health & Safety requirements at all times.
- f) Supervising lettings. To include setting out furniture, cleaning hired rooms, and monitoring both security and the condition of the toilets. Securing the site at the end of the letting.

**2. Cleaning and Care of Premises and Grounds**

- a) Ensuring that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.
- b) Carrying out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages.
- c) Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Headteacher. Checking regularly that adequate supplies of soap, toilet rolls, towels etc. are available throughout the School, replenishing these as necessary.
- d) Ensuring that all hard covered areas and paths on the School site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- e) Moving dustbins for the disposal of refuse, as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- f) Removing unsightly litter from grassed areas and shrub beds of the School. General gardening duties including planting seeds, digging flower beds, pruning, weeding, strimming and mowing and marking out as appropriate.
- g) Cleaning windows and glazed areas, both internally and externally, in accordance with the LEA's Safety Policy.

### **3. Maintenance, Repairs and Decoration**

#### **A. Inspection**

The Assistant Site Manager will help to regularly inspect the School site and premises to identify the need for repairs or improvements. Some of the areas to be inspected are as follows:-

- a) Roofs for defects, including blocked gutters and down pipes and loose or defective sections of felt or flashings (in accordance with the LEA's Safety Policy).
- b) Walls and ceilings for damp patches, loose panels, new or severe cracks and loose or defective fittings (in accordance with the LEA's Safety Policy).
- c) Facings, window and door frames, windows and doors, door closers/springs and window and door seals for defects.
- d) Toilet areas for leaks.
- e) Boundary fences and gates for dangerous conditions.
- f) Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
- g) Window fasteners and door locks/hinges/handles for defects.

- h) Floor coverings for defects.
- l) Manholes and gullies for structural damage and looseness. Drains for any blockages.
- j) Fire alarms, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).
- k) Lighting for any defects.
- l) Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-dryers and incinerators on site.

## **B. Actual Tasks**

As a result of the inspections and requests from fellow members of staff, the Assistant Site Manager will be expected to undertake numerous maintenance, repair and decoration tasks. Some of these are detailed below:-

- a) Plumbing repairs including unblocking sinks, toilets, urinals etc., and replacing tap washers. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks, where accessible.
- b) Decorating, including wallpapering. This will include painting ceilings, walls, windows and woodwork in accordance with the LEA's Safety Policy.
- c) Minor repairs to plaster and brickwork.
- d) Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
- e) Repairing or fitting shelving, notice boards and chalk boards. Mending tables, desks, chairs etc.
- f) Replacing towel and soap dispensers.
- g) Replacing missing basin plugs and basin/toilet chains. Securing and making safe toilet seats.
- h) Removing/replacing damaged and hazardous floor tiles and replacing wall tiles.
- i) Replacing broken coat hooks.
- j) Attending to curtains and blinds, including fixing curtain tracks and taking down/rehanging these for cleaning and repair in accordance with the LEA's Safety Policy.
- k) Winding and adjusting clocks and replacing batteries.
- l) Replacing light bulbs and damaged light diffusers. Cleaning diffusers and shades.
- m) Turning off water supply in the event of emergencies.

- n) Cleaning out gutters, downpipes and roof outlets in accordance with the LEA's Safety Policy. Unblocking drains, using rods if necessary.
- o) Making safe broken glass and windows while effecting temporary repairs.

#### **4. Porterage and General Duties**

- a) Removing, laying out, stacking and transporting furniture and equipment as and when required.
- b) Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the despatch and collection of goods from the School as required.
- c) Ensuring safe pedestrian access to the Site and between buildings by clearing snow and ice as necessary.
- d) Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance. Monitoring the satisfactory completion of repair and maintenance work, referring matters to the Headteacher, as necessary.
- e) Attending appropriate training courses as may be required from time to time.
- f) Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- g) Acting up to the position of Site Manager during the absence, for whatever reason, of that postholder.
- h) Completing appropriate paperwork in connection with any of the duties listed above including issuing accident report forms to visitors to the School's site in the event of an accident.

Undertaking other appropriate duties the Headteacher may assign in order to maintain the effective day to day operation of the premises.