



**DE LA SALLE SCHOOL  
JOB DESCRIPTION  
SITE MAINTENANCE OFFICER**

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**JOB DESCRIPTION**

|                         |                                     |
|-------------------------|-------------------------------------|
| <b>Job Title</b>        | Site Maintenance Officer            |
| <b>Line Manager (s)</b> | Site Manager                        |
| <b>Salary Scale</b>     | NJC Points 5-6 plus shift allowance |
| <b>Hours</b>            | Full time - 37 hours per week       |

Together with the other full time Site Maintenance Officer the main aspects of this position are:

Key Purpose of Role

- To ensure that a clean, safe environment, properly lighted and heated, is maintained in school in order to facilitate the effective teaching of pupils and its full use by the staff and pupils
- To ensure that a high level of security is maintained in order to protect personnel and resources
- To play a central role in ensuring that utilities across the school function effectively
- Additional technical tasks requiring a high level of expertise
- To provide expert support to the Site Manager and Business Manager in the management of the school site

Hours of Duty

**Term Time**

On a weekly shift rota basis with the other full time Site Maintenance Officer the hours of duty are:

Week One:

|                    |                  |
|--------------------|------------------|
| Monday to Thursday | 6.00am to 2.00pm |
| Friday             | 6.00am to 1.30pm |

Week Two:

|                    |                   |
|--------------------|-------------------|
| Monday to Thursday | 11.00am to 7.00pm |
| Friday             | 11.00am to 6.30pm |

**School Holidays**

The hours of work during holiday times are as follows:

8.00am to 3.00pm    or    10.00am to 5.00pm

To be split between the two Site Maintenance Officers so that one unlocks the school in the mornings and the other locks up at night.

## Main Duties and Responsibilities

### **Security**

- Opening gates, doors and unsetting the alarms in the morning
- Securing all doors, gates and setting the alarms at night
- To act as an official keyholder to the school and attend 'callouts' out of normal working hours if available as required
- Monitoring and resetting as required: fire alarms, intruder alarms, sprinkler systems; etc.

### **Maintenance**

- Making sure the school building is kept clean, rubbish is taken away and any graffiti is cleaned up and chewing gum removed, using appropriate equipment
- Making sure that the grounds are kept free of litter and bins emptied on a daily basis
- Carrying out repairs to a high standard to the many parts of the building such as changing light bulbs and tubes and repairing lockers, including high level working with lighting systems in several parts of the school using scaffolding and scissor lifts as required;
- Carry out more specialised repairs and maintenance to e.g. ventilation systems, 'smart' systems e.g. lighting, fobbed entrances
- Carry out specialised monitoring and adjustment to e.g. sprinkler system (weekly testing); fire alarm system (weekly testing); smoke and heat detectors; BMS system
- Turning heating on and off and regulating as appropriate (underfloor and conventional systems)
- Liaising with a wide range of contractors with regard to all technical aspects of the maintenance of the school
- Checking and clearing of grids and drainage areas
- Ensuring gutters and flat roofs are free of debris
- Ensuring that all aspects of the school are DDA compliant to include parking spaces, ramps, toilets and lifts

### **Management**

- Ensuring adequate stocks of numerous supplies (e.g. filters, light bulbs and fluorescent tubes) are maintained
- Ensuring storage areas are kept well stocked and tidy
- Basic plumbing maintenance
- Basic joinery including hanging of noticeboards, shelving, racking, blinds, locks, door handles, hinges, repairs etc.

### **Other tasks**

- Arranging chairs for morning assemblies
- Arranging chairs and tables for meetings and clearing away afterwards
- Setting out of exam desks in the Hall, Sports Hall and Dining Room as required and clearing away afterwards, while also moving the dining room tables as required
- Other movement of furniture around the school as required, including large items
- Collecting supplies as required
- Undertaking cleaning duties which occur during the school day and which cannot be left for cleaning staff
- Acting as contact point and liaising with contractors
- Delivering incoming goods to relevant departments **immediately** on arrival
- Specific jobs as reported by staff via the Site Manager or Business Manager
- Provide cover for absent colleagues
- Regular use of the school tractor for specialised MUGA maintenance and occasional further use for e.g. snowploughing, in accordance with the school's Snow and Ice Policy

### **Holiday Entitlement**

The holiday entitlement for this position is in accordance with number of years of service.

**In Addition**

There are opportunities for overtime, which would be split equally between the Site Maintenance Officers as appropriate, and will cover many anti-social hours.

**Training**

Training, particularly from a Health and Safety viewpoint, to be undertaken as appropriate in order to fulfil the requirements of the post.

**General**

It is understood that staff do not leave site during working hours without first obtaining permission to do so and they must sign out in the book at Reception and sign in again on returning to site.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**



**DE LA SALLE SCHOOL  
PERSON SPECIFICATION  
SITE MAINTENANCE OFFICER**

|   | <b>Essential or Desirable</b> | <b>Evidence Source</b> |
|---|-------------------------------|------------------------|
| <b>Knowledge</b>  |                               |                        |
| Working knowledge of health and safety regulations in schools                                     | Desirable                     | A/I                    |
| To be able to offer a trade e.g. electric, plumbing, building                                     | Desirable                     | A                      |
| <b>Skills/Abilities/Competencies</b>  |                               |                        |
| Good literacy and numeracy skills   | Essential                     | A                      |
| Confident in dealing with visitors and contractors  | Essential                     | A/I                    |
| Able to plan and organise a work routine  | Essential                     | A/I                    |
| Able to act on initiative, dealing with any unexpected problems that arise                        | Essential                     | A/I/R                  |
| <b>Experience</b>   |                               |                        |
| Experience in DIY/practical skills  | Essential                     | A/I                    |
| Experience in caretaking or a related field   | Desirable                     | A/I                    |
| Experience in dealing with contractors  | Desirable                     | A/I                    |
| <b>Special Attributes</b>   |                               |                        |
| Able to work as a member of a team  | Essential                     | A/I/R                  |
| Has flexibility – can work full days for special events   | Essential                     | A/I                    |
| Observant and independent – notices what needs to be done and responds                            | Essential                     | A/I/R                  |
| Willing to take part in appropriate training  | Essential                     | A                      |
| Supportive of the Lasallian ethos of the school   | Essential                     | A/I                    |
| <b>Other Circumstances</b>  |                               |                        |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | Essential                     | I                      |

A: Application Form    I: Interview    R: References