

Job Description: Site Officer

Reports to: Principal
Start date: July 2020
Hours of work: Full time hours, worked over a varying shift pattern

The Role

As Site Officer, you will play an integral role in ensuring Ark Pioneer Academy is a safe, inviting and positive learning environment for students, staff and visitors by ensuring the highest quality of site maintenance and management.

There is potential for the successful candidate to develop into a Site Management role, recruiting and developing the future site team.

Key responsibilities

Buildings and Grounds Maintenance

- To be responsible for the maintenance of the academy building, grounds and utilities and establish and operate an agreed programme of planned preventative maintenance
- Regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required
- Operate the Building Management System (BMS) ensuring it is running efficiently, using it to maximise energy conservation and identifying and rectifying any issues
- Manage all utilities in order to ensure quality of service and cost-optimisation.
- Take responsibility for the ordering, receiving, safe storage and delivery of goods and equipment, maintaining an up to date inventory

Health, Safety and Security

- Take responsibility for the safe unlocking and locking of the premises
- Act as the first key holder, which may include being called outside of normal working hours so that safety and security is maintained
- Liaise with external lettings company to ensure safe hand over of premises
- Ensure building and grounds are kept free from fire and other such hazards
- Carry out regular inspections and tests of fire and intruder alarm systems in line with legislation
- Ensure that risk assessments are up-to-date and implement any action plans to rectify deficiencies
- With the Regional Site Manager, ensure compliance with Health and Safety legislation and guidance
- Ensure recommendations arising from health and safety audits, water risk assessments and regular maintenance inspection are acted upon – under supervision of the Principal
- Act as an academy first aider
- Make safe any hazards on site, reporting any hazards or defects which cannot be resolved
- Manage and supervise contractors whilst they work on site
- Ensure systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed

General Caretaking

- Replenish caretaking consumables (e.g. paper towels, soap, toilet rolls) and ensure stocks are held securely for use in academy
- Move furniture and stage equipment as directed by the Principal
- Cover ad hoc cleaning and maintenance requirements for both internal and external areas as required, ensuring a hygienic and safe working environment for staff, pupils and visitors to the academy.

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the academy's ethos and values
- To present high standards of personal appearance in accordance with the academy's ethos and values.

Other

- Carry out other reasonable tasks as directed by the Principal
- To work with the Regional site manager to plan and review progress

Person Specification: Site Officer

Qualification Criteria

- Right to work in the UK
- IOSH certification desirable but not essential
- Relevant First Aid qualification is desirable but not essential

Experience

- Experience in building maintenance or other relevant experience, ideally within an educational setting
- Ability to organize, manage and supervise the work of others
- Knowledge of and experience of using Building Management Systems
- Experience in the management of service and maintenance contracts
- Understanding of key regulations (such as health & safety, fire and manual handling) and the ability to apply these regulations
- Ability to use computer control systems (BMS) and standard Microsoft Office packages
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing, desirable but not essential

Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- Deep commitment to the Ark mission of providing an excellent education to every student, regardless of background
- Excellent team leader capable of managing, motivating and developing a team
- Resilient team-player with a 'can-do' attitude who takes initiative
- Organised and self-motivated with the ability to prioritise tasks, juggle multiple priorities and work calmly under pressure
- Strong commitment to providing a high quality service
- Communicates tactfully and effectively with people at varying levels
- Relishes the challenges a school environment can generate on a day to day basis

Other

- The post holder must be able to meet the physical demands of the role
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.