

**Job Description: Site Officer**

**Reports to:** Principal

**Start date**: September 2019

**Salary:** £25,746

**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 attend weekly meetings 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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.