



**JOB DESCRIPTION**

Job Title: Sites Officer

Start Date: February 2023

Accountable to: Premises Manager

Hours: 37 hours per week  
 Part of a shift rota covering, 07:00-16:30, Monday – Friday (30 mins less on a Friday)  
 1 hour unpaid meal break daily

Salary: Grade 3-4 (dependent on skills and experience) £20,812 - £21,968 plus additional contractual overtime of £3,071.  
 1 in 4 weekend Duty and On call (alarm monitoring system)

**About The Angmering School:**

The Angmering School is a secondary school with 1,350 students of which 170 are in sixth form. We are effective in delivering outcomes that provide well for all students’ needs. Students are well prepared for the next stage of their education, training or employment.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder’s core skill competencies, knowledge and experience in the role.

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Disclosure & Barring Service.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

**RESPONSIBLE FOR:** Assisting the sites team in the maintenance and security of the school premises and site, to ensure a safe working environment.

Key Accountabilities	Key Tasks
Maintenance and security	<ul style="list-style-type: none"> <li>• Ensure the buildings and site is secure, including during out of school hours, and take remedial action if required.</li> <li>• Keep records relating to maintenance and security.</li> <li>• Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).</li> <li>• Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.</li> <li>• Arrange emergency repairs.</li> <li>• Arrange regular maintenance and safety checks.</li> <li>• Receive deliveries to the school site.</li> <li>• Monitor stock and order supplies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to line manager immediately.</li> </ul>
Caretaking	<ul style="list-style-type: none"> <li>• Undertake general portage duties, including moving furniture and equipment within the school.</li> <li>• Setting up school premises for events, theatre or training sessions etc.</li> <li>• Litter picking.</li> <li>•</li> </ul>
Weekend Duties (1 in 4)	<ul style="list-style-type: none"> <li>• Check security of the school site.</li> <li>• Open areas as required, to allow access for lettings.</li> <li>• Ensure areas are acceptable and ready for our clients.</li> <li>• Undertake general maintenance work as agreed.</li> <li>• Bank Holidays – security check at either end of the day. There are no lettings or planned maintenance on these days and this would be paid overtime.</li> </ul>
On Call (Alarm Monitoring System)	<ul style="list-style-type: none"> <li>• Monitor callout mobile. Able to respond and give Emergency services (Police &amp; Fire Brigade) access to the School Site, should the need arise.</li> <li>• Repair / make safe and secure.</li> <li>• Reset alarms leaving the Site monitored.</li> <li>• Any overtime would be paid at an enhanced rate, relative to the time and duration of the callout.</li> </ul>

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Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> <li>• self-motivated and enthusiastic</li> <li>• be able to prioritise their work, use their initiative and be prepared to be flexible</li> <li>• be resilient, physically fit and able to work well under pressure</li> <li>• use their discretion and respect the confidentiality of their work</li> <li>• possess a good sense of humour</li> <li>• actively support and implement all school rules, policies and expectations</li> <li>• demonstrate commitment to equal and all opportunities</li> <li>• be a role model for staff and students</li> <li>• be happy, confident and effective when working with young people, parents/carers &amp; all other stakeholders.</li> <li>• an effective and supportive team player</li> </ul>	<p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential</p>