

JOB OUTLINE	
<b>Job Title:</b>	Site Maintenance Officer
<b>Location:</b>	Halton Lodge Primary School
<b>Responsible to:</b>	Headteacher
<b>Job Purpose:</b>	<b>To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.</b>
	<ul style="list-style-type: none"> <li>• Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.</li> <li>• Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water.</li> <li>• Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.</li> <li>• Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.</li> <li>• Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and safety Regulations.</li> <li>• Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.</li> <li>• Order supplies in order to maintain the necessary stock of appropriate resources.</li> <li>• Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Head of School.</li> </ul>
<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>

## Person Specification

Criteria	Essential (E) or Desirable (D)
<b>Qualifications and Experience</b> Good standard of general education. Willingness to undertake appropriate training. Experience of working in a caretaker/maintenance or cleaning environment. Relevant trade qualifications. First Aid qualification.	E E D D D
<b>Knowledge and Skills</b> General maintenance skills Basic IT skills and the ability to follow both verbal and written instructions. Excellent communication skills and the ability to deal with people in a respectful and inclusive manner. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. Keyboard skills & knowledge of Word, Outlook and Internet.	E E E E D
<b>Personal Qualities</b> Customer focused with a positive attitude. Ability to work independently and as part of a team. Self-motivation, enthusiasm and ability to work under pressure. Willingness to take initiative and take responsibility. Commitment to personal development. Willingness to sometimes work outside of contracted hours.	E E E E E