##### C:\Users\Robina Baird\OneDrive - St Saviours Catholic Primary School\Desktop\School logo - JPEG new.jpg

##### **St Saviour’s Catholic Primary and Nursery School**

**Site Maintenance Officer**

**SALARY SCALE/POINT:** Scale 5 pt 6-11

**LINE MANAGER:**  School Bursar

## **Main Purpose**

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

**Main Responsibilities:**

* Maintain the school building, including effecting repairs and improvements. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.
* Monitor and operate the school heating system and advise management of any faults in order to ensure the most economical use of fuel and water.
* Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.
* Monitor, operate and maintain appropriate site security systems, including opening and closing the building (key holding) 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.
* 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.
* Completing and updating Risk Assessments incl daily / weekly safety checks.
* Checking Fire Alarm points and weekly testing.
* Monitoring and recording of water temperatures.
* Liaising with external contractors.
* Snow clearance and gritting in bad weather.
* Monthly meter readings.
* 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 Teacher.

**Skills Knowledge and understanding**

**Essential**

* A basic level of literacy and numeracy.
* Ability to communicate clearly and work as part of team.

**Desirable**

* Experience in a similar role.