Cheshire Academies Trust
Inspiring hearts and minds

Boughton Heath Academy
Here, children thrive...

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Site Maintenance Officer – Job Description

Main Purpose of the Job:

The Site Maintenance Officer is responsible for ensuring the cleanliness, safety, and overall maintenance of the school site. This includes performing minor repairs, overseeing security, liaising with contractors, and maintaining health and safety standards.

Key Responsibilities:

Building and Grounds Maintenance:

- Carry out general maintenance and repairs of the school building and grounds in line with the school's responsibilities as set out by the Department of Education.
- Ensure the grounds are well-maintained, safe, and aesthetically pleasing.
- Undertake basic DIY tasks such as painting, fixing doors/windows, and minor plumbing or electrical work.

Health and Safety:

- Conduct regular health and safety checks around the school premises.
- Ensure compliance with health and safety regulations, including the handling and storage of hazardous substances.
- Report any health and safety hazards to the School Business Manager or Principal.

Security:

- Oversee the security of the school site, including locking and unlocking buildings, responding to alarms, and addressing security concerns.
- Operate and monitor the school's security systems, including CCTV and alarms.

Cleaning and Waste Management:

- Ensure areas such as toilets are cleaned regularly, bins are emptied, and hygiene supplies are replenished.
- Work with cleaning staff and manage cleaning schedules as needed.
- Ensure the hall is cleaned on a termly basis outside of school operating hours

Contractor Liaison:

- Liaise with external contractors for larger maintenance projects, ensuring their work meets school standards, working alongside the SBM to ensure best value is obtained.
- Monitor and supervise work carried out by contractors on-site to ensure quality and adherence to health and safety standards.

Energy and Utilities:

- Monitor the school's heating, water, and energy systems.
- Report any inefficiencies or malfunctions and carry out necessary adjustments or repairs.

Additional Duties:

- Assist with moving furniture, setting up rooms for events, and other ad-hoc tasks as required by the school.
- Handle deliveries and ensure items are stored appropriately.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

This list is not exhaustive and the post holder will be asked to undertake additional tasks as deemed suitable by their line manager or school's Headteacher