

## **BEDFORDSHIRE COUNTY COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** Site Agent Assistant

**RESPONSIBLE TO:** Headteacher

**JOB PURPOSE:** To keep the school functioning, particularly in respect of:

Security of premises

Heating and Lighting

Cleaning

Undertake a range of handyperson tasks, including simple plumbing, electrical and carpentry tasks.

#### **Main duties and responsibilities**

##### **Security of premises**

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private or the Authority's use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Check for smell of gas and check all master gas controls are in "off" position every night.
5. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. Carry out any necessary duties incurred with burglar alarm systems where fitted.
7. Check daily that fire extinguishers are in place and on a termly basis that hose reels work.
8. Undertake the responsibility of keyholder and where possible nominate a deputy to cover for periods of absence.

##### **Heating and Lighting/Energy Conservation**

1. Act as "Site Energy Officer"/contact person between the site and the Energy Management Group.
2. Ensure that the school is up to the required temperature by 9am each school day.

3. Manually shut down heating and switch off fan-heaters at any time when not required, e.g. early and late heating season.
4. Check for correct setting of room thermostats, thermostatic radiator valves and fan convector thermostats.
5. Economise on all fuel use during the school day, during cleaning hours and outside lettings and suggest improvements to reduce fuel consumption.
6. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
7. Ensure that no flammable materials are stored in the boiler-house.
8. Replace light bulbs and tubes as required, applying appropriate health and safety regulations.
9. Take monthly reading of all fuel meters, including water, and report promptly any fault giving rise to excessive consumption. Keep records of all out of hours use and fuel consumption.

### **Cleaning of premises**

1. Ensure that the whole school is cleaned using approved and appropriate materials, carrying out cleaning work in designated areas, where applicable,
2. Keep a check on cleaning materials for economy reasons and order fresh supplies in time to avoid shortages.
3. Undertake the inspection of toilets, urinals, showers etc and replenish soap and toilet paper as required.
4. Ensure that the playground, tennis courts, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.
5. Ensure that the environment is clear of hazardous materials/equipment.

### **Other duties**

1. Supervise cleaning staff on a daily basis and organise the cleaning work in the whole school or monitor the cleaning contract where appropriate.
2. Take delivery and store materials, making arrangements for storing them and undertake general portorage duties.
3. Ensure that all caretaking equipment is clean and in good working order and that caretakers/cleaners' storage lockers and cupboards are clean and tidy.
4. Carry out daily supervisory/inspection duties as appropriate, maintaining a good working atmosphere.

5. Plan the work allocation of self and cleaners.
6. Contact the headteacher for advice if the work of any cleaning staff or contractor is not up to standard.
7. Provide access to the school in the event of snow or minor flooding.
8. Place milk crates at point of disposal and empty milk crates at point of collection, where applicable.
9. Draw attention of headteacher to any repairs and maintenance work required.
10. Carry out handyman duties in respect of minor or temporary repairs from the list of tasks agreed by the County Council (copy attached).
11. Order and check delegated maintenance construction work, as agreed with the headteacher.
12. Be aware of and adhere to all County Council procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that form part of the school's health and safety policy and where required to be a member of the school's Health and Safety Committee.
13. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school and/or the County Council.
14. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
15. Undertake any other duties of a similar level and responsibility as may be required from time to time.