

JOB TITLE: Site Agent 20 hours per week AYR

RESPONSIBLE TO: Executive Head Teacher/Business Manager/Office Manger

RESPONSIBLE FOR:

## Job Description

At Bedford Nursery Schools Federation we believe

“All families are valued as individuals. All staff support children’s development, well being and learning through play in a safe, caring and challenging environment”.

“All children and their families are respected as individuals regardless of special need, race, religion gender reassignment or sexual orientation”

### **Internal responsibilities under the guidance of the Executive Head Teacher**

Security of premises

Cleaning and hygiene

Maintenance of furniture, fittings and equipment

Maintenance of grounds

Health & Safety

Energy Management and Conservation – ensuring lights are off and heating on timers.

Porterage

Ensure that the caretaking/cleaning storage areas are kept tidy.

Contact Office Manager/Business Manager for advice if the work of any caretaking/cleaning staff is not up to required standard or if any personnel-related issue gives cause for concern

To be responsible for holding keys and ensuring that the buildings are opened as required, including for hirers of any part of the premises.

Ensure that all doors and windows are secured.

Test fire alarms regularly. (Office Manger to organise Fire Drills).

Ensure that fire extinguishers and hose reels are in position and are checked regularly.

Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.

Ensure that equipment is security coded and maintain inventories, including serial numbers of items.

Ensure that external security lighting is functioning as required.

Ensure that standards of cleanliness and hygiene are maintained throughout the premises.

Ensure that staff are trained in appropriate use of machines and cleaning techniques.

Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and advise Business Manager when stock is required.

Ensure that all cleaning materials are stored and utilised in line with COSHH and county regulations.

Ensure that litter and graffiti are removed from both inside and outside the buildings.

Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

Ensure that furniture, fittings and equipment are checked regularly, effecting repairs and replacements as necessary, advising Executive Head Teacher where major expenditure is required.

Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.

Make arrangements for routine repairs and maintenance work to be carried out, as directed by Business Manager.

Ensure that a system is in place for staff to report repair and maintenance issues as they arise.

Supervise contractors who are on the school site.

Carry out handyman duties in respect of minor or temporary repairs and decorating.

Carry out Workplace Inspection Reports when required by the Borough Council.

Liaise with contractors in respect of grounds maintenance.

Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

Be aware of and adhere to all Borough Council policies and procedures on health and safety, including asbestos procedures.

Attend health & safety courses, including training on asbestos, as directed by Business Manager/Office Manager.

Undertake health and safety monitoring procedures, in accordance with school's health and safety policy. This includes Legionella monitoring

Report and concerns or risks to the Business Manager regarding Health and Safety.

Ensure that the school is at an appropriate temperature by 7.30am each school day.

Ensure optimum use of heating system, manually shutting down at any time when not required.

Check room thermostats, thermostatic radiator valves and fan convactor thermostats.

Ensure services are closed down during school holiday periods.

Clean windows both internally and externally

Carry out deep clean during school holidays as required.

Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out.

Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.

Ensure that weekend boiler/security checks are carried out during the heating season.

Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.

Ensure that taps and toilets are operational and efficient.

Undertake portage of equipment, furniture and materials within the premises, as required.

### **Responsibilities as a Staff Member**

To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles

To liaise with and work alongside practitioners from different early years settings and lower/primary schools and support all forms of transition

To support Initial Training and Continuing Professional Development within the school

To promote an effective multi-agency approach

To liaise with a range of professionals, including Children's Centre practitioners

To promote the services of the school working towards full capacity

To pursue actively and implement the aims and policies of the school

To work with professionalism and confidentiality at all times particularly in respect of school related matters and to prevent disclosure of confidential and sensitive information

To play a full and active role in the federation professional development including dedicated days

To promote the activities of the school at all times

To positively contribute towards the achievement of the Federation Development Plan, Professional Development reviews and other quality initiatives

To carry out all responsibilities with regard to the Council's Policy and Procedures as adopted by the Governing Body.

To comply with all Health and Safety at work requirements as laid down by the employer

To form positive relationships with parents which are professional and appropriate

To positively contribute to performance management processes and procedures.

**Flexibility Clause**

To be willing to work across the federation as required in the best interests of the children.

To undertake tasks of a similar nature and level as requested by the Executive Head Teacher or Deputy Head Teacher

**Variation Clause**

This is a description of the job as it is constituted at the date show below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

**Date: February 2020**