



DAVENANT FOUNDATION SCHOOL JOB DESCRIPTION

<u>JOB TITLE:</u>	Resident Site Officer (based in on-site house)
<u>WORK DIRECTED BY:</u>	Estates Manager
<u>TEAM LEADER:</u>	Estates Manager
<u>LIAISON WITH:</u>	Staff, suppliers, contractors, outside agencies,
<u>PURPOSE OF THE POST:</u>	To work with the Estates Manager and premises team to ensure the school is a safe and welcoming environment.
<u>PAY RANGE:</u>	Scale 5
<u>TIME ALLOCATION:</u>	Full time – 37 hours per week Flexible hours to suit the school

INDIVIDUAL DUTIES

- Resident in the on site house, responsible for ensuring a presence on site that offers access to the site at all times, including during out of hours periods where circumstances (including during emergencies) require this.
- To deputise for the Estates Manager as and when necessary.
- Main keyholder for the site, responsible for opening the site at the commencement of each day. Responding to calls / incidents outside normal working hours.
- Responsible for ensuring that the PPM schedule is undertaken by the premises team.
- Regular inspections (daily, weekly, monthly as required) of the site buildings and grounds.
- Ensure all estates plant and equipment is fit for purpose, maintained and utilised efficiently (including conducting an annual inventory check).

TEAM DUTIES

To work with all members of the premises team on the following duties:

- The day to day operations of the site, including setting up for school and hirer activities plus the day to day running of the swimming pool.
- The routine and non-routine opening and closing of the premises and grounds.



- The effective cleaning of the premises and maintenance of the grounds.
- Carrying out first line repairs and maintenance which are not beyond the competence of the staff concerned.
- Undertaking PPMs system / tasks regularly.
- Checks of supplies / stock and order as necessary.
- Implementation and compliance with appropriate Codes of Practice throughout the school.
- Monitoring of the site CCTV.
- Monitoring the shared caretaking helpdesk log system.
- Adherence to the school strategies and procedures to ensure the site is a secure, safe environment.
- Management of access to the school site and premises – including vehicles, visitors, staff and students.
- Escorting tradespeople in line with school safeguarding procedures.
- Ensuring that financial procedures are followed at all times and that all purchases are approved as necessary.

Carry out any other reasonable tasks as may be required by the school.

The duties may be varied by the Headteacher and/or Governing Body in a manner compatible with the post held in order to meet changed circumstances.

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedure in place, which promote safeguarding and safer working practice across the school.