

## **JOB DESCRIPTION**

**Post:**                      **Site Technician**  
**Scale:**                    **NJC SCP 11-13**  
**Responsible to:**        **School Business Manager**

### **Purpose of the Post:**

1. To ensure the security of premises in accordance with agreed local procedures and practices, including responsibility for Fire and Burglar alarms;
2. to ensure the security of the contents of the school in accordance with agreed local procedures;
3. to ensure that the site remains in an operational position and is permitted to function at all times, subject to major emergencies;
4. to ensure the school at all times complies with safety and hygiene standards; and
5. to ensure that adequate support is made available to users of the school's facilities.

### **Specific Responsibilities:**

1. Security of Premises
  - Locking, unlocking and attention to alarms and security systems;
  - checking and rectifying damage and vandalism; and
  - security of keys.
2. Engineering, Building and Equipment Maintenance
  - Heating of the premises, inspection and maintenance of the heating systems and energy conservation;
  - replacement of light bulbs, tubes and starter motors;
  - operating of internal maintenance system, including reporting faults and breakdown to Education Property Services, as appropriate; and
  - general handyperson duties, including minor repairs and alterations to buildings and services, furniture and equipment, boundary screens, eg wooden fences, notice boards, floors and minor painting and decorating.

NB. Repairs must only be carried out providing training has taken place and that Health & Safety regulations are adhered to.
3. Outside Duties
  - Gathering and removal of litter, ensuring a safe and secure environment free from all hazardous materials, e.g. glass, syringes, chemicals etc;
  - clearing pathways and steps of snow or ice, and treating with rock salt;
  - unblocking drains as required and clearing external traps, gullies, grids, gutters and disinfecting as necessary; and
  - keeping skip area tidy.
4. Porterage Duties
  - Receiving, checking and distributing incoming goods;
  - distributing and relocating equipment; and
  - setting up and removing furniture as required.

5. Monitoring, Supervision and Cleansing

- Liaising with contractors on site as required ensuring their awareness of health and safety issues;
- cleaning duties in designated areas;
- high level cleaning not covered in other contracts, e.g. light fitting diffusers, windows;
- ensuring all storage areas, boiler houses, cyclesheds, and other associated outbuildings are kept clean and in a safe condition;
- ordering, monitoring and controlling consumables in their charge, e.g. toilets rolls, soap, cleaning materials etc; and
- ensuring all areas are adequately prepared and manned for lettings, etc.

6. General

- In the event of accidental spillage of body fluids anywhere within the school, the Site Technician will be expected to clean the area to the required standard and to dispose of any associated material in accordance with current Medical Waste procedures; and
- undertaking training, as necessary.

**RESPONSIBILITIES**

To comply with the Council's/School's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's/School's Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy/legal requirements.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

This post is subject to Disclosure.

Date prepared: 29<sup>th</sup> August 2017

Signed: \_\_\_\_\_ Date: \_\_\_\_\_