

Job Title:	Site Agent
Hours:	Full Time / Part Time / Shift Work
Contract Type:	Permanent
Salary:	Up to £27,000, the salary is determined by a combination of factors, including your experience, qualifications, role responsibilities, and the size of the institution.
Responsible to:	Nursery Manager, School / College / University Site Manager

JOB DESCRIPTION

Working as part of a team, the Site Agent will help with the general maintenance of the institution's buildings and outdoor areas. Reporting to the Senior Site Supervisor or Manager, the post holder will have key holder responsibilities, including opening and closing the premises during early and late shifts. Flexibility to work overtime, including evenings and weekends, for events is essential.

As a Site Agent, you should have:

- Experience of caretaker role or site support role concerning cleaning and facilities operations.
- Practical/handyperson skills to undertake general building maintenance.
- Time management and prioritisation of workload abilities.
- The requirements to work within the organisation's framework with regard to Health and Safety.
- Awareness of and ability to assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.

KEY RESPONSIBILITIES

Maintenance

- To undertake and assist with all areas of general maintenance and repairs throughout the site, whilst ensuring attention is paid to health & safety at all times.
- To maintain the appearance of all external areas, paths and roadways.
- To complete a general clean of occupied areas on completion of any supervised meetings or lettings.
- To manage and control on-site waste, other refuse and oversee skip hire.
- To ensure appropriate action is taken to keep drains, gullies, w.c. pans, cisterns, urinals and sinks free from blockage and properly maintained.
- To clean up and dispose any spillage and all forms of bodily waste as soon as possible and in accordance with Health & Safety guidelines.
- To regularly check and report where necessary the condition of all windows, doors, lights, clocks, pictures, noticeboards and other fittings.
- To ensure that all equipment faults are reported to the appropriate person.
- To replace lamps, tubes and other light fittings, where possible, when failure occurs.
- To replace or reset fuses as necessary.
- To ensure that all work areas, particularly those associated with fire escape routes, are kept free from obstructions.

- To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles.
- To notify the appropriate person upon discovery of pest and vermin within the boundaries of the site.

Operational

- To operate heating and other systems.
- To ensure that arrangements are made to minimise the effects of any heating and lighting failures, pending their proper repair.
- To ensure that all items of fire-fighting equipment are located in appropriate positions and to inform the appropriate person when this equipment has been either used or damaged.
- To ensure that goods and materials are properly received, checked against delivery notes and delivered to their place of use or storage as soon as possible.
- To undertake and assist in any specialist works throughout the site providing the appropriate qualifications and permissions for these operations are current and in place.
- To complete all administrative work as directed, including risk assessments, accident and incident reports, maintenance and servicing reports and any other statutory, health and safety documentation as required during the execution of your duties.
- To receive, distribute and relocate furniture and equipment around the site where necessary and when requested.

Security

- To secure all buildings, offices and classrooms as required.
- To ensure all intruder alarms are properly operated.
- To control the use of keys around the site.
- To take reasonable steps to minimise loss of or damage to property on site.
- To ensure as far as possible that staff, contractors and other authorised persons are given assistance where necessary in terms of access around the site.
- To check that contractors and other authorised persons can be identified through the use of official badges issued from the premises' office.

General responsibilities

- To be a model of high professional standards in all aspects of the institutions' life.
- To support implementation of policies and procedures, including those relating to equal opportunities, confidentiality and behaviour.
- Report any safeguarding concerns in accordance with the organisation's safeguarding policies.
- Work collaboratively with the other academies and colleagues within the organisation.
- To be available for overtime as and when required and with the appropriate advance notice.
- To be available for evening or weekend events taking place at the premises.
- Other reasonable duties as required by your Line Manager.

PERSONAL SPECIFICATION	
Essential:	Desirable:
<ul style="list-style-type: none"> • Functional Skills Level 2 in English and Maths. • Current First Aid certification. • Current Safeguarding certification. • Current COSHH certification. 	<ul style="list-style-type: none"> • GCSE Maths / English at Grade C or above. • Current IOSH certification. • Relevant City and Guilds (or equivalent) qualification in a trade such as carpentry, electrical, or plumbing.
Attributes:	
<ul style="list-style-type: none"> • Self-motivated and able to motivate others. • Ability to work without direct supervision. • Be able to think on your feet, react quickly and effectively to potential situations. • Ability to multi task, work calmly under pressure and handle a diverse workload. • Use your initiative on a continuous basis. • Well-organized. • Team player. • Professional at all times. • Excellent written and oral communication skills. • Effective time management and organizational skills. • Excellent attendance and punctuality record. • Commitment to continuous professional development. • Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995. • Ability to handle manual tasks including working at heights. • Ability to use domestic and industrial cleaning equipment (polishers, vacuum cleaners etc.). • Good written and oral communications skills. • Good IT skills. 	
Safeguarding:	
<p>All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.</p> <p>Candidates must have:</p> <ul style="list-style-type: none"> • An Enhanced DBS check on the update service (or be willing to obtain one). • At least two references - including one from the last employment position. • A Pre-employment health-check may also be required. 	