



Learning is at the heart of everything that we do  
“This is an outstanding school” – OFSTED January 2017

## DOWNLANDS COMMUNITY SCHOOL - SITE OFFICER

<b>Job Title:</b>	Site Officer
<b>Grade</b>	Grade 7 – £21,693 starting salary rising to £24,799 over six years by incremental progression
<b>Hours:</b>	37 hours per week all year round with annual leave entitlement. Some evenings and weekend work is required to cover lettings. The post holder will be on call as required. Authorised hours worked outside the basic working week, other than for security reasons, will qualify for overtime payment. On call duty outside normal hours should only be related to cases of emergency and questions of security.
<b>Reporting to:</b>	The School Business Manger through the School Maintenance Officer.
<b>Driving Licence</b>	It is a requirement that the post holder holds a full and current driving licence. It is desirable that they pass a mini bus driver test.

### MAIN PURPOSES OF THE ROLE:

- To work under the guidance of the School Maintenance Officer and the direction of the School Business Manager or Senior Staff in order that the whole school environment is maintained at a safe, satisfactory and acceptable standard for the full range of activities at Downlands School.
- To stand in for the School Maintenance Officer when required

**Learning is at the heart of everything that we do**  
**“This is an outstanding school” – OFSTED January 2017**

**ACCOUNTABILITIES AND TASKS:**

Accountability	Task
<b>Buildings and Grounds Maintenance</b>	<ul style="list-style-type: none"> <li>• Help to maintain the buildings and site in a clean and tidy way</li> <li>• Undertake, or help with, minor repairs, maintenance and improvements</li> <li>• Do minor redecoration, such as painting, as requested</li> <li>• Spot problems and defects that need putting right and report them to the School Maintenance Officer</li> <li>• Help with the sweeping, maintenance and repairs of the Artificial Training Pitch (ATP) including goals and floodlights</li> <li>• Do basic upkeep of the grounds e.g. grass cutting using the mini tractor, clear leaves and other light grounds maintenance</li> </ul>
<b>Caretaking and Cleaning</b>	<ul style="list-style-type: none"> <li>• Do minor/emergency cleaning duties when required</li> <li>• Help move things, such as deliveries and furniture, around the buildings and site</li> <li>• Put together flat pack furniture as required</li> <li>• Hang noticeboards/whiteboards as required</li> <li>• Help with the putting out and putting away of exam desks</li> <li>• Help to maintain a safe and clean external environment e.g. gritting, salting and snow clearing</li> <li>• Refill and replace consumables when needed</li> <li>• Daily inspection of pupil toilets and carry out repairs as necessary</li> </ul>
<b>Site Environment - Litter, Waste and Energy</b>	<ul style="list-style-type: none"> <li>• Read energy and water meters and keep basic records and report to the School Business Manager so that the use of energy and water can be monitored. Undertake all control and management systems for water system in particular and undergo appropriate training for Legionella Awareness.</li> <li>• Take responsibility to ensure PAT testing of equipment is up to date and maintain records for inspection</li> <li>• Collect and assemble waste for collection. Make sure that the maximum possible waste is available for recycling and waste is organized or compacted to ensure it is disposed of efficiently</li> <li>• Litter picking, graffiti removal and activities that help maintain an attractive environment</li> <li>• Empty all exterior bins daily</li> </ul>

**Learning is at the heart of everything that we do**  
**“This is an outstanding school” – OFSTED January 2017**

	<ul style="list-style-type: none"> <li>• Ensure the bin area is clear of waste/rubbish</li> <li>• Do things to avoid energy waste e.g. turn off unneeded lights and appliances when appropriate, such as at the beginning of holidays; close windows and doors in cold weather</li> <li>• take responsibility for ensuring the facilities for the pupils are operational at all times</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Lock/unlock school buildings and areas</li> <li>• Assist with regular security checks</li> <li>• Operate and respond to alarm systems where appropriate</li> <li>• Provide emergency access to the School site when required</li> <li>• Escort the Business Manager or their Assistant to the bank when required</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with all health and safety procedures and policies at all times</li> <li>• Participate in Health and Safety training e.g. Use of ladders</li> <li>• Keep an eye on the health and safety of pupils, staff and visitors at all times</li> <li>• Assist with health and safety checks e.g. fire equipment</li> <li>• Undertake risk assessments; ensure compliance within the school with all health and safety COSHH regulations</li> <li>• Assist with Fire Risk Assessment and Fire Action Plan, undergoing training as necessary</li> </ul>
<b>School Events and Lettings</b>	<ul style="list-style-type: none"> <li>• Set out furniture for school events and lettings</li> <li>• Cover lettings (weekends and evenings) and make sure that that buildings are safe and secure when lettings end</li> </ul>
<b>School Vehicles</b>	<ul style="list-style-type: none"> <li>• Assist with the cleaning and maintenance of the School minibuses to ensure they are ready for use</li> <li>• Drive the minibus as required</li> </ul>
<b>Other Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Following appropriate training, be aware of and comply with policies and procedures relating to child protection, health, safety, and security and confidentiality, reporting all concerns to the appropriate person</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Take part in training and reviews of performance as required</li> <li>• Undertake any reasonable request from the Headteacher or School Business Manager as may from time to time be required to ensure the smooth and efficient running of the school</li> </ul>

**Learning is at the heart of everything that we do**  
**“This is an outstanding school” – OFSTED January 2017**

*This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary, in consultation with the Governing Body.*



**PERSON SPECIFICATION AND COMPETENCIES FOR THE ROLE:**

<b>Qualifications Knowledge and Experience</b>	<b>Abilities and Skills</b>	<b>Personal Qualities</b>
<ul style="list-style-type: none"> <li>➤ A level of literacy and numeracy that allows the understanding of written instructions and record keeping</li> <li>➤ Caretaking/site keeping experience in a school or similar work place is desirable</li> <li>➤ Handy person experience</li> <li>➤ Knowledge of moving and handling procedures</li> <li>➤ Holding a current and clean driving licence is required. A willingness to take a minibus driver test is desirable</li> <li>➤ Knowledge of health and safety procedures and precautions is desirable</li> <li>➤ A commitment to the safety and welfare of young people and an understanding of the responsibilities that adults working with them have</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to attend the school quickly and at short notice, out of hours if needed</li> <li>➤ Ability to work as part of a team</li> <li>➤ Ability to relate to young people and adults</li> <li>➤ Good practical skills</li> <li>➤ Willingness to learn to use appropriate equipment</li> <li>➤ Enjoyment of regular physical and practical work and activities</li> <li>➤ Some basic ICT skills are desirable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat all users of the School with courtesy and consideration and maintain good relationships</li> <li>➤ Present a positive personal attitude and image</li> <li>➤ An interest in one's own health and fitness</li> <li>➤ Interest in developing one's own skills and knowledge</li> <li>➤ Flexibility</li> <li>➤ To take pride in undertaking the role to the highest standard and take satisfaction in the contribution made to the sustainability and appearance of the site</li> </ul>

**Learning is at the heart of everything that we do**  
**“This is an outstanding school” – OFSTED January 2017**



**Further Details:**

Downlands is a Secondary School with over 1100 pupils aged 11 to 16 and over 100 teaching and support staff. The premises and site is a large one. The buildings date from the early 1960s with many more modern extensions. There are extensive grounds. The School uses contractors for daily cleaning of the buildings and for the maintenance of the grounds. We are looking for someone to work with our School Maintenance Officer, who lives virtually on site, with the day to day maintenance of the School buildings and site. In a busy school, this can include, repairs, moving furniture, redecoration jobs, locking and unlocking, litter picking, grass cutting and other jobs that help to make Downlands a safe and pleasant environment in which to learn and work.

As well as having the skills that are needed to help maintain the School, we are looking for someone who can work as part of a team who has a positive, “can do” attitude, and who will take pride and satisfaction in maintaining and improving the environment for the pupils and adults who work here.

More, general information about the School can be found on the Downlands website.

**Start Date** – We would like the person appointed to start as soon as possible.

The post will be offered subject to satisfactory references, Disclosure and Barring Service (formally CRB checks) and health checks.

**Applications** should be made on a West Sussex application form for the appointment of support staff which can be downloaded from the School website under “Information – Vacancies”. Send applications by email to our HR Officer: [mhill@downlands.org](mailto:mhill@downlands.org) or by post to The HR Officer, Downlands Community School, Dale Avenue, Hassocks, West Sussex. BN6 8LP

**The closing date for applications** is midday on Friday 25<sup>th</sup> January. Applicants who have not been contacted by Friday 1<sup>st</sup> February should assume that they have not been successful on this occasion.

All communication about the post will be by email or telephone

Thank you for your interest in the job.