



Carlton le Willows
Academy

JOB DESCRIPTION

SITE TECHNICIAN

Responsible to: Estates Manager

Responsible for: Maintenance, security and general caretaking duties.

PURPOSE OF THE JOB

Our common purpose is to improve the life chances of our students through raising standards of achievement. In contributing to this goal, the site technician will be expected to, as a member of the site team, maintain the academy facilities to an excellent standard ensuring students are able to learn in a safe, clean and pleasant environment.

KEY FUNCTIONS

The following represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others, which become apparent and lead on from the areas indicated below.

Maintenance

1. Carry out site maintenance as requested by the Estates manager.
2. Liaise with contractors as necessary and ensure a safe environment for staff, students and contractors at all times
3. Actively take part in health and safety of the school site
4. Maintain a good clean and safe environment of the school buildings and grounds to a high standard and stocked with all necessary supplies
5. Ensure safe pedestrian and vehicular access at all times, including keeping paths and entrances clear, as well as gritting and snow clearing during severe weather
6. Check trees for broken/overhanging branches that could pose a safety risk
7. Be responsible for logging any maintenance issues that require attention via the online system and organising repair in conjunction with other members of the site team.
8. To advise on the rolling programme of areas that may need redecoration/refurbishment

9. Carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate
10. Ensure that all fire call points, and emergency lighting are tested weekly/monthly along with legionella checks and results recorded.
11. To monitor the school heating and hot/cold water systems and report back any issues
12. To ensure monthly utility meter readings are taken
13. To ensure all tools and materials are stored correctly and not accessible by pupils and that hygiene standards and regulations are met. All safety guidelines
14. The moving of furniture and the setup of halls/exams as required in order that school activities can proceed
15. General portorage duties as and when required
16. Clear any spillages, floods or damage as required on daily basis.
17. Maintain staff and pupil toilet facilities and drains ensuring they are in working order
18. To ensure light bulbs, florescent tubes and LED's etc are changed as necessary
19. Ensure you have knowledge of the location of all water and gas stop cocks and mains electricity power breakers and also emergency systems etc
20. Perform periodic checks of all school vehicles and machines
21. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth running of the school Health & Safety

Security

1. Lock/unlock external gates and doors as required at specified times during the day.
2. Take reasonable steps to deter trespass on academy premises and unauthorised parking of vehicles.
3. Undertake the responsibility of keyholder and be a nominated person to attend site after hours should the alarm be activated.
4. Ensure that all doors and windows are secured and all lights, screens and heaters, AC are switched off after use where necessary.
5. Carry out necessary duties related to burglar and fire alarm system maintenance as required.
6. To check perimeter security fences have not been compromised and make necessary repairs where needed

Other duties

1. Attend all essential health and safety courses as determined by the management of the academy
2. To undertake any other duties relevant to the role as may be required by the academy.
3. A flexible approach to this role is required. You may be asked to alter your shift or cover evening and weekend lettings and events.

All duties to be carried out in compliance with the Health & Safety at Work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Signed:(Headteacher) Date:

I acknowledge that I have seen and received a copy of the job description.

Signed: (Site Technician) Date: