

## Site Technician: Job Description

Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Head of Estates
<b>Grade</b>	DoNESC Band A
<b>Hours</b>	30 hours per week
<b>Location</b>	Based at Dove Federation and St Peter and St Paul Carbrooke Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education Services Company as needed.

### Job Purpose

The post-holder will work under the direction of the Estates Officer/School Business Manager/Headteacher and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use as well as helping to ensure that the school is clean and tidy.

The Site Technician has responsibility, under the direction of the Head of Estates/School Business Manager/Headteacher, for the security of the school premises. The normal hours of attendance for work will be determined by the needs of the school and undertaken with agreement of the Head of Estates/School Business Manager/Headteacher. Key-holder responsibilities extend beyond regular working hours as the post holder has 24-hour responsibility for the security of the school premises.

### Duties and responsibilities

- To be responsible to the Estates Officer/School Business Manager/Headteacher for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed, liaising with the emergency services including calling out as required and undertake annual portable appliance testing, legionella testing, and all other compliance tasks required.
- Under the direction of the Estates Officer/School Business Manager/Headteacher to take responsibility for the duties associated with a reasonable number of evening and weekend lettings
- To take the responsibility to be on-call 24 hours a day, 7 days a week being a point of contact when school security systems alarms are activated to ensure the security of the school outside of normal hours.
- To supervise and monitor other caretaking and cleaning staff (where applicable) under the general directions of the Headteacher. Arranging rotas when necessary to help facilitate the maintenance and cleaning of the premises.
- Under the direction of the Estates Officer/School Business Manager/Headteacher and in the absence of cleaners, to clean designated areas and to ensure that they are kept in a clean and hygienic condition

- To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary
- Reporting acts of theft or vandalism to Head teacher and/or police as necessary
- To allow access to authorised maintenance or building contractors and ensure that they are aware of any potential hazards connected with their presence on the premises, having regard to current legislation, e.g., Legionella, Asbestos, Fire and general Health & Safety.
- To be fully aware of and to comply with all instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To undertake portage and handyperson duties, including moving goods and furniture, repairs to property, fixtures, fittings and equipment (within current or future risk assessments).
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment and materials for teaching and other staff
- To undertake outside duties, for example, clearance of drains and gullies, general tidying, clearing of rubbish, ice and snow clearance, etc.
- To perform such other duties of a like nature as may from time to time be required by the Head of Estates/School Business Manager/Headteacher.
- To ensure all compliance tasks are logged on the online compliance software.

#### **Safeguarding & Promoting the welfare of children:**

- The responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

#### **Culture and Ethos:**

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work.
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
- Treat everyone as a valued individual who is loved by God.
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice.
- Work collaboratively developing the concept of family across the Trusts and their academies.
- Ensure regular open and honest communication in all professional duties.
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

#### **Line management**

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Site Technician are up to date.

- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>
<p><b>Equality and Diversity</b></p> <p>The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.</p>

**Training and Continuous Professional Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Trust premises and those where Trust services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:**

**Date:**