



***Our Motto is "The Pursuit of Excellence"***

## Site Agent Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| <b>Job Purpose:</b>                                 | To keep the site functioning, particularly in respect of security of premises, heating and lighting and cleaning and to undertake a range of handyperson tasks, including simple plumbing, electrical, carpentry and decorating tasks.  |
| <b>Job Title:</b>                                   | Site Agent  |
| <b>Location:</b>                                    | Wootton Upper School and Kimberley College  |
| <b>Hours:</b>                                       | Full Time (35 hours per week)   |
| <b>Directly Responsible to:</b>                     | Estates Manager   |
| <b>Principal Accountabilities/ Responsibilities</b> | <p><b>Main duties and responsibilities:</b></p> <p><b>Security of premises</b><br/>Ensure that the Trust's buildings are opened as required, including for hirers of any part of the premises and for Trust events (e.g. open evenings, parents' evenings, etc.).</p> <p>Ensure that all doors and windows are secured.</p> <p>Ensure that all lights, heaters and gas controls are turned off every night.</p> <p>Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion.</p> <p>Test fire alarm systems regularly and, in liaison with Estates Manager, plan for fire drills.</p> <p>Ensure that firefighting equipment is in position and checked regularly.</p> <p>Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety. Make sure all incidents are reported in a timely fashion, as per the Trust's policy.</p> <p>Undertake the responsibility of key holder, arranging for a deputy as necessary.</p> <p>Ensure that external lighting is functioning as required.</p> |

**Maintenance of Building and Grounds**

Carry out routine repairs and maintenance work, as directed by the Estates Manager.

Monitor the estates helpdesk function and email inbox to respond to any maintenance requests.

Monitor the building management system, in liaison with the Estates Manager.

Carry out checks of the buildings, including plant rooms, to identify and rectify any issues, escalating to the Estates Manager where appropriate.

Supervise contractors who are on the school site.

Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

**Health & Safety**

Manage the access to the school site during the school day in line with safeguarding guidance from Estates Manager.

Be aware of and adhere to all Trust policies and procedures on health and safety.

Undertake health and safety monitoring procedures, in accordance with the Trust's health and safety policy, including prescribed routine checks and record them on the Trust's online platform.

Maintain and use supplied PPE where appropriate.

Have knowledge of relevant risk assessments and methods of working and ensure that they are followed in working practice.

Inform Estates Manager of any health and safety issues without delay.

**Porterage**

Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.

Undertake porterage of equipment, furniture and materials within the premises, as required.

**Management of Lettings**

Ensure that all lettings are serviced appropriately.

**General**

To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To undertake any other duties of a similar level and responsibility as may be required.

Wootton Academy Trust requires that all staff receive Safeguarding training, and have read and strictly adhere to the Trust's Safeguarding & Child Protection Policy.

**Other General Responsibilities:**

1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.
2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.
4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility.**

**The job description will be reviewed through the annual appraisal process.**



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| <b>Site Agent<br/>Person Specification</b> |  |   |
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|  | <b>Essential Criteria</b>  | <b>Desirable Criteria</b>   |
| <b>Qualifications</b>                      | <p>GCSE English and Mathematics at Grade C or equivalent.</p> <p>First Aid at Work Certificate or be willing to train.</p>   | <p>Relevant trade qualification (e.g. carpentry, electrical, plumbing).</p> |
| <b>Experience</b>                          | <p>Previous experience in a similar post or undertaking similar work.</p> <p>Experience working with people at all levels both internally and externally.</p>  | <p>Previous experience of working in an education setting.</p>              |
| <b>Knowledge &amp; Skills</b>              | <p>Ability to undertake a range of routine maintenance tasks and manual work.</p> <p>Ability to work with minimal supervision and act on your own initiative as well as work as part of a team.</p> <p>Good communication skills; orally and written.</p> <p>Ability to work under pressure, prioritise and meet deadlines.</p> <p>Good standard of ICT skills.</p> <p>Good organisational skills.</p> <p>Ability to develop good working relationships with staff, students, visitors, contractors etc.</p> <p>Ability to communicate confidently with staff and students.</p> <p>Ability to undertake a range of routine maintenance tasks.</p> <p>A positive attitude towards young people.</p> <p>Ability to maintain confidentiality.</p> | <p>Knowledge of health and safety regulations.</p>                          |

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| <p><b>Personal competencies and qualities</b></p> | <p>Ability to use a range of tools, move and lift heavy and bulky objects.</p> <p>Willingness to be flexible to the Trust's changing needs (e.g. to work flexibly to meet specific or emergency situations).</p> <p>Committed to achieving high standards of cleanliness, site safety and hygiene.</p> <p>Trustworthy, reliable, approachable and honest.</p> <p>Positive, energetic, enthusiastic and flexible with a 'can do' attitude.</p> <p>Good sense of humour.</p> |  |
| <p><b>Other Factors</b></p>                       | <p>Commitment to Equal Opportunities.</p> <p>Enhanced DBS check.</p> <p>Full driving licence and use of car.</p> <p>Able to travel across the Trust and beyond to carry out duties.</p>  |  |