

## THE DIOCESE OF NORWICH EDUCATION SERVICES COMPANY (DONESC)

### Job Description

<b>JOB TITLE</b>	Site Technician
<b>SALARY</b>	DoNESC Central Scale, Band A
<b>Benefits:</b>	Contributory pension scheme, Health Shield, Staff Discounts, Cycle to Work Scheme
<b>Hours of Duty</b>	30 hours per week, Part Time Term Time + 4 weeks (42 weeks)
<b>Location</b>	Parker's Church of England Primary Academy Caston Church of England Primary Academy St Peter & St Paul Carbrooke CofE Primary
<b>Department</b>	DoNESC
<b>Responsible to</b>	Head of Estates

### Key Working Relationships:

#### Internal:

Head of Estates  
Estates officer  
Estates Administrator  
Health & Safety  
Advisor  
School Business Manager  
Head of School

#### External:

Contractors & Suppliers Visitor/Auditors

### Our vision:

Immeasurably more than we can imagine!  
Our passion and ambition is to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their

potential as individuals. Our culture is one of high aspiration rooted in our Christian values. We have a desire to see Norfolk, and our schools in Northeast Suffolk, and its education system recognised as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich.

### **The main purposes of the job:**

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.

### **Main tasks 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



