

## Impington Village College

### Job Description

Name of Post Holder:	
Post Title:	Campus Officer
Reporting to:	Campus Manager/Deputy Campus Manger
Responsible for:	To contribute to the smooth running of the school by carrying out a range caretaking duties and assist the Site Maintenance Officer in the efficient maintenance of the school site, fixtures, furniture, fittings and security of the building
Working time:	37 Hours Per Week – 52 Week Contract – Shift Pattern (Including weekends )
Salary/Grade:	Scale 5 Point 12-17 £22,183-£24,491
Disclosure Level:	Full DBS

#### 1. Main Purpose of the Role

- To liaise closely and support the Campus Manager in his objective of ensuring the efficient and effective day-to-day running, presentation and management of the School site, ensuring a warm, clean, safe and secure environment for all authorised users of the site and visitors.
- To carry out school maintenance and repairs as directed by the Campus Manager ensuring these works are carried out in accordance with the relevant Health and Safety legislation and to handle the day to day issues related to such works.
- Be conversant with the Health and Safety policies relevant to the post including those relating to manual handling, working from height, control of legionella's and fire safety.
- Be able to attend relevant health and safety training as provided by the School in order to carry out the duties of the post.
- Ensuring all facilities are ready for appropriate usage everyday (including exam halls)

#### 2. Job Tasks

- Routine security arrangements to prevent unauthorised access to the site and buildings to prevent theft and vandalism.
- Report unauthorised users on the site to the Campus Manager, or if not available, the Deputy Campus Manager and Reception, and to notify the police where necessary.
- On Opening: Disarm the security system prior to unlocking main entrance doors and checking the premises have not been disturbed.
- On Closing: Ensure all doors and windows are secure, lights switched off, security systems activated and walk the outside of the buildings for final check before leaving site.



- To be on emergency call out list when on cover and to provide such access to school as may be required outside of normal hours of opening, to include access in times of flood, snow or other emergencies.
- To carry out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating within the competencies and capabilities of a semi-skilled handy person.
- Direct outside workpeople and contractors to sign in at reception then show them to the site of repair and maintenance work.
- Replacement of faulty bulbs, fluorescent tubes, fuses etc.
- Ensure that all drains and gullies, internal and external, are free flowing and clean. Clearing blockages where appropriate.
- To maintain an environment that is compliant with the existing regulations for Health & Safety at work.
- Opening the heating plant to ensure required temperatures are maintained and an adequate amount of hot water is available.
- Cleaning flues and filters on heating units providing maximum efficiency.
- Prepare for school and after school activities, clearing and (in specific circumstances), cleaning up after these activities.
- Laying out and stacking of chairs, desks and tables (e.g. for examinations) Movement of these within the school with help.
- Taking delivery of stores, materials and other goods and the distribution of such items to required areas of the College.
- Carrying out tasks in the event of fire, flood, breaking and entering, accident or major damage.
- To transport waste sacks to skips where needed.
- Emergency cleaning in the absence of cleaning staff e.g. spillages.
- To liaise with staff responsible for the bookings and lettings of areas within the property, including weekends and dealing with instructions concerning the lettings, carrying out such duties as may be required and agreed with booking staff.
- To monitor the work of the cleaning contractors and report unsatisfactory cleaning to the contractor and bring it to the attention of the Campus Manager.
- Ensure that all areas are free from litter and excessive accumulation of dirt and rubbish.
- To ensure that during the autumn months, areas are kept clear of leaves etc. and that this is done regularly to prevent a slip hazard. Also salt spreading, clearing snow in winter on main drive ways/paths.
- To ensure that all litter baskets and bins are emptied regularly and that dustbin areas are kept clean and tidy.

### 3. Health and Safety

- Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements for the health and well-being of staff, students and visitors.
- Take responsibility for the delivery and storage of materials and other goods ensuring safe storage of hazardous materials where necessary.



#### **4. Shaping the Future and strengthening the Community**

- Demonstrate Academy's vision and values in everyday work and practice and motivate and work with others to create a shared collaborative culture and positive climate
- Demonstrate a commitment to providing the best environment and adaptability to ensure the meeting of the needs of all students regardless of need.

#### **6. Keeping students safe**

- Ensure the welfare and safeguarding of students across the whole campus through rigorous application of the child protection, behaviour management and student well-being policies.
- Promote excellent standards of student safety and positive behaviour through application of schools behaviour policies. (Including specific training)
- Ensure that students with health and medical needs have their needs safely met in line with academy's, local and national policy.
- Work with the Campus Manager and Deputy Campus Manager, to ensure that the campus is safe and fit for the purpose of meeting students educational and special educational needs.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.**

**You will be required to attend meetings outside of school working hours to support school governance and other school functions.**

