

## Job Description & Person Specification

<b>JOB TITLE</b>	Site Maintenance & CCTV Technician
<b>RESPONSIBLE TO</b>	Estates and Lettings Manager
<b>SUPERVISES</b>	N/A
<b>GRADE</b>	5

### Main Purpose

To assist in ensuring the safety and security of students, staff, and school property by monitoring the premises and addressing site-related issues promptly. To ensure a safe and secure school environment for all capturing evidence as required. To maintain, repair and clean the school environment and grounds to a high standard.

### Key Responsibilities

#### 1. CCTV Monitoring and Evidence Management:

- Monitor CCTV cameras to ensure the safety and security of the school premises.
- Capture and secure CCTV footage of significant incidents in compliance with school policies, UK-GDPR, and data protection regulations.
- Use technology to redact sensitive content in CCTV footage as required for safeguarding and evidential purposes.
- Maintain a detailed log of incidents captured on CCTV, ensuring accurate and timely reporting.

#### 2. Site Maintenance and Incident Support:

- Respond to on-site safety and security issues by addressing associated maintenance needs, such as:
  - Daily site and grounds checks
  - Fixing damaged locks and other site fixtures and fittings.
  - Painting over graffiti and everyday wear and tear and restoring the site to a professional standard.
  - Assisting with cleaning routines throughout the day including, supervision and inspection regime to ensure proper standards of cleanliness, maintenance and repair throughout the school day particularly for the toilets
- Collaborate with the wider Site Team and Behaviour Managers to ensure the premises remain secure and well-maintained and to share information to support effective behaviour management.

#### 3. Policy Compliance:

- Follow the school's CCTV and data protection policies rigorously to safeguard privacy and comply with UK-GDPR requirements.
- Participate in regular training to remain updated on relevant legal and ethical standards.

#### 4. Communication and Reporting:

- Alert Behaviour Managers/Pastoral staff to any student incidents or non-compliance requiring their attention, providing clear and accurate summaries of observations (email and/or radio)
- Liaise with site and management teams to ensure a coordinated approach to site safety and security.
- Contribute to regular reviews of CCTV and site management protocols to enhance operational effectiveness.

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### **5. General:**

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- A To respond to First Aid requests on rota basis with other First Aiders.
- To take responsibility of one's own training needs and to attend relevant external courses as necessary.
- To actively safeguard and promote the welfare of children at all times.

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Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Basic level of education, including GCSE in maths and English</li> <li>• Intermediate computer skills</li> <li>• First Aid qualification desirable</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong observational skills and attention to detail.</li> <li>• Familiarity with or willingness to learn UK-GDPR and data protection regulations.</li> <li>• Basic proficiency in using CCTV systems and video redaction technology (training will be provided if necessary).</li> <li>• Health and safety knowledge appropriate to site maintenance, cleaning, manual handling, fire procedures</li> <li>• Practical skills in site maintenance tasks, such as painting, minor repairs and cleaning.</li> <li>• Ability to work collaboratively with various teams within the school environment.</li> <li>• Commitment to maintaining confidentiality and professionalism.</li> <li>• Previous experience in a similar role within an educational or public sector setting.</li> <li>• Knowledge of safeguarding principles and practices.</li> <li>• Well developed communication and interpersonal skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Resilience</li> <li>• Ability to deal confidentially, impartially, diplomatically, tactfully and appropriately with students</li> <li>• Patience, tolerance and sensitivity and ability to defuse situations</li> <li>• Exemplary attendance and punctuality</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Periodic exposure to situations requiring a calm and solution-focused approach.</li> <li>• Physical tasks related to site maintenance and repairs.</li> <li>• A high degree of responsibility for maintaining sensitive and confidential information</li> </ul>