

Headteacher : Miss Kate Jennings

**JOB DESCRIPTION**

**Job Title: Site Services Officer**

**Department: CYPS**

**Division: Schools**

**Grade: Scale 3 (Point 5 / 6)**

**Responsible to: Headteacher / School Business Manager / Site Manager**

**Responsible for**

**(where relevant): May supervise a small team of Cleaners / Cleaner in Charge**

**Job Purpose**

Liaising daily with the Site Manager on caretaking issues, ensure the security of the school premises. Help maintain the internal and external fabric of the schools premises as a safe working environment.

**Key External Contacts**

* Contractors and suppliers
* Facilities providers
* Parents
* General Public

**Key Internal Contacts**

* Head Teacher / School Business Manager / Site Manager
* Cleaners
* Staff
* Pupils

**Major Tasks**, **Duties and Responsibilities**

***1 Key Activities - Operational***

**Security**

* Lock / unlock school buildings and areas
* Assist with regular security checks
* Operate alarm systems where appropriate
* Cover lettings
* Monitor CCTV or surveillance equipment
* Respond to alarm call outs

**Cleaning and Maintenance**

* Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
* Operation of heating plant, cooling and lighting systems
* Collect and assemble waste for collection
* Undertake cleaning duties including graffiti removal, litter-picking
* Undertake emergency cleaning duties
* Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
* Provide emergency access to the school site
* Undertake activities to maintain safe and clean external environment e.g. gritting

***2 Key Activities - Resources***

* + Ensure the maintenance of a clean and orderly working environment
  + Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
  + Undertake basic record keeping as directed
  + Refill and replace consumables e.g. soap & towels
  + Report faulty equipment & other maintenance requirements to appropriate person
  + Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches
  + Ensure lights and other equipment are switched off as appropriate

***3 Key Activities – Organisation & Supervisory***

* Escalate any staffing or cleansing / safety concerns to line manager promptly
* Deputise for Senior Site Services Officer
* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions
* Liaise with / supervise work of the cleaners by ensuring they carry out priority tasks and that rotas are adhered to
* Liaise with Mobile Caretakers
* Supervise contractors whilst on site
* Supervise work experience students
* To be available to cover lettings at short notice

***4 Responsibilities***

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
* The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and / or reasonable duties as directed by their Head Teacher / School Business Manager commensurate with the skills, abilities and grade of the post.

**Other requirements:**

* To have an up-to-date Enhanced DBS Disclosure.

**Site Services Officer**

Person Specification

1. **Experience**

* Handyperson experience
* Supervisory experience (where relevant)

**2. Qualifications**

* + - Willingness to undertake induction training
    - NVQ 1 **OR** equivalent qualification or equivalent experience or willingness to train to achieve these

**3. Knowledge, Skills and Abilities**

* + - Ability to relate well to children and adults
* Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
* Willingness to gain knowledge of health and safety procedures and precautions
* Willingness to gain awareness of COSHH regulations
* Awareness of health and hygiene procedures
* Knowledge of moving and handling procedures
* Ability to work as part of a team
* Willingness to use relevant equipment
* Ability to relate well to children and adults
* Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards