

JOB DESCRIPTION

Job Title:	Site Services Officer (Level 1a)
Department:	CYPS
Division:	Schools
Grade:	Scale 3
Range:	5-6
Responsible to:	Site Manager/Site Services Officer L3 or nominee
Responsible for (where relevant):	May supervise a small team of Cleaners/Cleaner in Charge

Job Purpose

Liaising daily with the Site Manager/Site Services Officer 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/Site Manager/Site Services Officer
- 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

- Undertake appropriate building repairs e.g. redecorating and fixing broken fittings
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To be responsible for routine inspections of the buildings and planned preventative maintenance programmes for, fixtures, fittings, furniture, premises and grounds; to assess for minor work or repairs required to
- 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
- Assist with the maintenance of animals on site.
- 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
- 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 & 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, 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 & visitor (in accordance with appropriate health & 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/Line 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 – Level 1a

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