

JOB DESCRIPTION

Job Title:	Assistant Site Service Officer
School:	Chingford CofE Primary School
Division:	Schools
Grade:	Scale 2 point 3
Range:	£26,238
Responsible to:	SSO/Head Teacher/SBM/DHT
Responsible for (where relevant):	Cleaning team

Chingford CofE Primary is a split site school and you will be working across split sites. General working hours will be 6am – 10.30am and then 2.30pm – 6pm (unless the school is open for events/hire). However, we will generally work shifts so that the school is covered by either the SSO or Assistant SSO across the school day.

Our site service team are key to the effective running of the school. The role is varied and involves providing a quick response to general maintenance, manual handling and lifting, cleaning, janitorial, monitoring and security duties.

Why work for us:

- Cycle 2 work scheme (staff have the opportunity to purchase a bike from a range of providers making a tax saving and also keeping fit at the same time)
- Eye test (staff using computer equipment may be entitled to reimbursement of some costs associated with eye testing and frames)
- Work place options – free confidential counselling, help and information service from a range of everyday matters.
- Staff car park available on both sites and also surrounding roads have no parking restrictions
- Commitment from the school to your CPD

The successful applicant must be:

- Dependable, reliable and honest with a can-do attitude
- Able to manage time effectively and have high expectations of themselves
- Carry out minor maintenance and repair works (desirable)

Job Purpose

To provide an efficient and safe range of site support services including maintenance, key holding, facilities management, security, letting and janitorial duties.

To be responsible for and supervise those involved in the general maintenance and cleaning of the school to a high standard.

Key External Contacts

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

Key Internal Contacts

- SSO/Headteacher/SBM/DHT
- Cover caretaking staff
- Cleaners
- Staff
- Pupils

Key Activities - Operational

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site, responding to alarm calls, including out of hours emergencies such as break-ins, fires, floods etc. Reporting all incidents to Police, Headteacher and SBM.
- Checking external/internal security lights are in good working order and reporting defects as a matter of urgency.
- Checking and testing intruder alarm systems on a weekly basis and entering details in the appropriate record book.

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 the school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves, fixing doors and hinges etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for works or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects, record and organise repair and maintenance requirements as agreed with the headteacher
- Collect and assemble waste for collection
- Undertake cleaning duties as required, including graffiti removal, litter-picking, etc.
- Undertake specialist cleaning tasks
- Opening and securing the premises on a routine and non-routine basis according to local Needs (e.g. Lettings)
- Attempting to prevent trespass, including challenging the identity of unknown persons and escorting individuals to the school office. Securing the perimeter of the school outside of school hours and term time.
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards, e.g. cleaning
- Checking heating plant where possible to ensure adequate supplies of hot water and acceptable temperatures are maintained as defined by Health and Safety guidelines.
- Venting radiators when required and carrying out frost precaution procedures
- Ensuring that all boiler houses and tank rooms are kept clean and tidy, free from combustible materials and not used as storerooms, in accordance with Health and Safety regulations.

- Ensuring all accessible air vents and air ducts remain unobstructed.
- Inspecting insulation of pipes which can easily be seen on a regular basis and reporting defects.
- Reporting to the relevant department any failure of heating or associated equipment.
- Liaise with contractors
- Ensure that outside play and specialist sports equipment are maintained in accordance with specified standards

Health and Safety

Carrying out suitable Fire Precautions:

- Monitor fire safety equipment and carry out fire drills/ lock down drills
- Checking activators and bells on a regular/weekly basis, reporting faults and logging in the Fire Protection Maintenance Log.
- Recording any activation of the fire alarm in the Fire Protection Maintenance Log.
- Checking fire appliances and reporting obvious defects to the appropriate Fire Officer.
- Ensuring fire doors and escapes are left unobstructed and in good working order.
- Keeping corridors and fire escape routes clear of obstruction.

Ensuring electrical safety:

- Checking trailing leads and cables and removing if considered dangerous.
- Overseeing and monitoring the electrical testing of portable electrical appliances and the maintenance of appropriate records.
- Fitting plugs to all electrical appliances as required by Head of Establishment, and ensuring correct fuse ratings.
- Reporting defective electrical items accordingly.

Maintaining safe working practices:

- Completing work equipment checklists and withdrawing defective equipment from use, pending repair, following consultation with SSO/SBM/Head teacher
- Completing COSHH assessment forms and ensuring that all identified precautions are taken
- Ensuring that contractors have sight of the school's asbestos survey and issue any appropriate work permits (such as hot works permits) before commencing work on site.
- Conducting risk assessment as necessary and implementing precautionary measures as appropriate.
- Reporting any dangerous or hazardous occurrences and taking appropriate action, (e.g. including locking areas and preventing access to render safe).

General health and safety duties:

- Ensuring that all accidents are noted, reported and recorded in the correct manner.
- Clearing up spillages (e.g. vomit, excrement, urine).

Clearing and removal of offensive animal substances left in playground. *Key Activities - Resources*

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures
- Be responsible for maintaining records, information and data.
- Create and maintain a purposeful, orderly and productive working environment
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff and visitors at all times

Key Activities - Organisation & Supervisory

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering parcels, moving furniture and equipment
- Assist the SBM in the management and operation of lettings system
- Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Liaison with the school meals service contractors in relation to their use of the site

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
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- 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
- Promote and ensure the health and safety of pupils, staff & visitors (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.

Safeguarding:

Chingford C of E Primary School is committed to safeguarding and promoting the welfare of children and young people as its number one priority and we expect all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974. Successful applicants will undergo child protection screening, including checks with past employers and the Disclosure and Barring Service DBS. We may choose to undertake an on-line search of candidates. The school aims to promote and ensure opportunity and equal treatment for all. Further information about the school can be found on our website www.chingfordcofe.org.uk

All completed applications should be returned to Recruitment, Chingford CofE Primary, Kings Road, E4 7EY by 12th April 2024 or via email to school@ccofe.waltham.sch.uk by noon.

Equal Opportunities:

The Assistant Site Services Officer will ensure that everyone is treated with equal opportunity regardless of race, gender or disability. As a school we readily promote equality and diversity principles that underlie the Equality Act 2010. We have three aims, which are to:

- To eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity for different groups
- Foster good relations between all people within the school and the community

The Assistant Site Services Officer should project an image and service which is consistent with the policies of the school and Local Authority, when communicating and liaising with all adults and children within the Education Service and with whom he comes into contact.

Other requirements:

- To have an up-to-date Enhanced DBS certificate.

Assistant Site Services Officer

Person Specification

1. Experience

Handyperson experience

Caretaking/cleaning/site-keeping experience in a school or similar environment

2. Qualifications

Willingness to undertake induction training

- NVQ 3 **OR** equivalent qualification desirable
- Good numeracy/literacy skills/ GCSE (or equiv)
- Specific training in specialist area

3. Knowledge, Skills and Abilities

- Willingness to develop knowledge of use of IT and other specialist equipment/resources
- Working knowledge of relevant policies/codes of practice/legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Willingness to participate in development and training opportunities
- Ability to undertake a range of caretaking and cleaning duties
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to provide high quality supervision, training and support to cleaning staff
- Ability to inspect and record the work of others
- Ability to work effectively and supportively as a member of the school team
- Ability to demonstrate commitment to Equal Opportunities