



JOB DESCRIPTION

Job Title:	Site Services Officer
Responsible to:	School Site Manager
Grade/pay range:	Scale 5 (Point 12-16)
Hours:	36 hours 52 weeks

Main Purpose of job

Within this role, you will be reporting to and working collaboratively with the Site Manager to maintain and improve the school environment including maintenance, security and health and safety of the school site and its facilities - ensuring that it is a clean, safe, and attractive environment.

Principal Responsibilities

- To ensure the school premises are secure and provide a safe environment at all times.
- Ensuring the premises are open for use and secure at the end of the shift where required.
- To supervise the part time cleaners in the Site Manager's absence to ensure the site is safe and cleaned to a high standard
- To accompany contractors on site where required.
- To carry out day to day maintenance of the building repairs e.g. redecorating and fixing broken fittings and equipment.

Main Duties

Security

- Responsibility as a key holder for the site and undertake associated call out duties where required.
- To notify the Police of any damage to the building, obtain a crime number and secure the building if necessary. Alert the Site Manager of any risk/breach of security.
- To carry out regular checks on the security of the building and their contents, opening and locking of gates, ensuring windows are locked and secure and that security systems are activated accordingly.

- To check intruder alarms and CCTV are kept in good working order.
- To support SLT with access to CCTV footage.
- To carry out daily perimeter checks and outdoor spaces inspections for any hazards and maintain records of these for evidence.
- To prevent the trespassing and unauthorised access to the school site.

Health and Safety

- To carry out regular inspections of the site, and report any issues to the Site Manager.
- To support the Site Manager with regular tests of the fire alarm systems and emergency lighting.
- To ensure you are familiar with the school Fire Evacuation plan and support with managing termly fire drills.
- To undergo training in relation to fire warden responsibilities including checking of all fire equipment.
- To carry out day to day maintenance and repairs and maintenance where required.
- To support the Site Manager with the contractual maintenance of the boiler and heating systems to ensure they are in good working order as well as carrying out daily checks
- To keep school grounds and premises litter free, ensure prompt removal of graffiti and safe disposal of any hazardous materials.
- To carry out snow clearing and gritting to ensure essential pathways and safe to use.
- To report any concerns about the condition of equipment to the Site Manager.
- To support the Site Manager with ensuring electrical equipment in school is safe and fit for use.
- To support with the maintenance of the COSHH assessment file by ensuring suppliers of materials purchased submits a safety data sheet.
- To advise the Site Manager on any cleaning and other materials required.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety.
- To ensure that areas involved in 'sickness' are cleaned immediately and disinfected within a reasonable time scale and ensure that premises staff are aware to carry out deep cleaning.
- To support with the maintenance of risk assessments and ensure they are kept up to date, making certain that all staff have signed to say they have seen, read and understood them.

Cleaning and Maintenance

- To accompany contractors on site where required.
- To carry out 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 be carried out to maintain safe and satisfactory conditions
- To carry out minor decoration and improvement work e.g. erecting shelves, notice boards, bookshelves, fixing doors, painting and fixing hinges etc. as agreed with the Site Manager.

- To carry out day to day maintenance of the building repairs e.g. redecorating and fixing broken fittings and ensure a rolling programme of repairs/redecoration.
- To notify the Site Manager of the need for the supply of products including light bulbs, florescent tubes, cleaning materials, toilet rolls, hand towels and PPE to enable the smooth running of the school.
- To supervise the part time cleaners in the absence of the Site Manager to ensure the building is safe and cleaned to a high standard at all times.
- To undertake ad hoc and emergency cleaning to meet operational requirements and in the event of staff absence.
- To support with the taking of regular meter readings of electricity, gas and water and provide to the finance manager, reporting any exceptional variances.
- To support with the cleaning, maintenance and servicing of all school vehicles.
- To support with the cover for lettings of the school premises including opening and locking up and supervision to ensure that the premises are left clean and tidy.
- To support with transportation of food, catering supplies as needed between buildings.

Grounds Maintenance

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
- To weed paths, paved areas and gutters etc, as required.
- To ensure all external hard areas including car park are free from hazards and that all drains and gullies are free flowing and clean.
- To follow the maintenance programme for all outside areas and equipment
- To support the Site Manager with overseeing the work of the Grounds Maintenance Contractors including monitoring of service delivery against contract.

Prioritising and Planning

- To assist the Site Manager with planning the work of the premises team.
- To work in collaboration with the PFI site team.
- To undertake other reasonable tasks as required by the Head teacher and School Business Director.

Other Responsibilities

- To 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.
- To participate in training as required
- To attend and participate in regular meetings with the Site Manager.
- 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 the Head teacher/School Business Director commensurate with the skills, abilities and grade of the post.

Other requirements:

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

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To provide cover for any member of the administration team in accordance with school priorities
- To participate in appraisal reviews, in line with school policy.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
- To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
- To adhere to the Whistleblowing Policy

Name of post holder.....

Signature..... **Date**.....