



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Assistant Site Services Officer</b>
<b>Grade:</b>	<b>Scale 4</b>
<b>Range:</b>	<b>7-11</b>
<b>Responsible to:</b>	<b>Head of School/Site Services Officer</b>
<b>Responsible for (where relevant):</b>	<b>May supervise a small team of Cleaners/Cleaner in Charge</b>

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### **Job Purpose**

Liaising daily with the 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 of School/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
- Weekend working, 1 weekend in 3 as part of the role

#### **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, painting and decorating
- 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 & 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 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 and on weekends

### **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.

## **Assistant Site Services Officer**

### Person Specification

#### **1. Experience**

- Handy person experience
- Supervisory experience (where relevant)

#### **2. Qualifications**

- Willingness to undertake induction training

#### **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
- First Aider (training will be arranged)
- Fire Marshal (training will be arranged)