Job Description

|  |  |  |
| --- | --- | --- |
| **Employer Name:** | Genesis Education Trust | |
| **Job Title:** | Site Services Officcer | |
| **Reports To:** | Headteacher/SLT | |
| **Pay Grade:** | Point 14 / 52 weeks | |
| **Role Summary:**  Under the direction of the Head Teacher / SLT, the site services team will provide effective, healthy and safe range of Site Management Services. This will include responsibility for the proper cleaning, monitoring of cleaning standards, maintenance and security of the school/education premises and facilities and any other duties arising from the use of the premises. | | |
| **Main Duties and responsibilities:**  To be responsible for the keyholding, security and health and safety aspects of the premises and its content (including keyholding and security of kitchens).   To form part of the emergency standby team providing emergency access to the school site   Lock/unlock school buildings and areas   Assist with regular security checks   Operate alarm systems where appropriate   Cover lettings when necessary   To uphold and comply within the security provisions of the health & Safety at Work Act 1974 and any other relevant legislation or Schools Policies and procedures relating to Health & Safety at work   Assist with repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture   To ensure that all services, (heating, lighting and plumbing) are operating to satisfactory standards.   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   To be responsible for all contractors undertaking cleaning and maintenance work. To monitor operations and submit written reports when required.   To ensure high standards of cleaning and maintenance throughout the premises.   Provide emergency access to the school site   Undertake activities to maintain safe and clean external environment e.g. gritting   To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the premises including porterage, receipt of deliveries and lettings.   To manage cleaners and to effectively manage and administer activities relating to letting and all other site services in accordance with the Genesis Education Trust practices and procedures.   To be seconded to cover the absence of regular site staff as directed by the head teacher   To arrange and assist with the movement of furniture, equipment and materials as required, to satisfy the needs of varied site activities in accordance with the Health and Safety Policy.   To work those hours required by the nature of the service including evenings.  To be reasonably available the weekend duties and to attend emergencies during evenings and weekends. To hold site keys as required  ***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  ***Key Activities – Organisation & Supervisory***   Supervise cleaners and ensure rotas and cleansing specification is adhered to   Escalate any staffing or cleansing/safety concerns to line manager promptly   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  **Other requirements:**   To have an up-to-date Enhanced CRB Disclosure.   * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.   To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.  To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.  The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment*.*  In addition, all school employees are expected to:   * Have a full commitment to the schools Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated. * Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or school Policies and procedures. | | |
| **General Information** | | |
| **Equality of Opportunity** | | * As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. * Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. |
| **Confidentiality and Data Protection** | | * To treat all information acquired through employment, both formally and informally, in strict confidence. * To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| **To contribute as an effective and collaborative member of the School team** | | * Any other duties as reasonably required by any manager of the school. * Participating in the ongoing development, implementation and monitoring of the business plans. * Attend regular meetings as required and make a positive contribution during meetings. |
| **Child Protection** | | * Being aware of and complying with policies and procedures relating to child protection. |

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications &**  **Experience** | Specific qualifications & experience | Experience of adhering to Health and Safety regulations  Understanding of COSHH  Experience of undertaking duties as a SSO  Experience of all aspects of cleaning  equipment (light and heavy), walls (up to  6ft.) floors, fixtures and fittings.  Basic level of education |
| Knowledge of relevant policies and procedures | General understanding of the operation of a school  Ability to maintain a high standard of  personal and general cleanliness and  hygiene to comply with statutory and school regulations |
| Literacy | Basic reading and writing skills |
| Numeracy | Basic numeracy skills |
| Technology | Ability to use kitchen and cleaning  equipment |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal  information clearly with children and adults |
| Languages | Seek support to overcome communication  barriers with children and adults |
| Negotiating | Consult with colleagues |
| **Working with children** | Behaviour Management | Understand and implement the school’s  behaviour management policy |
| SEN | Understand and support the differences in  children and adults and respond  appropriately |
| Curriculum | Basic understanding of the learning  experience provided by the school |
| Child Development | Basic understanding of the way in which  children develop |
|  | Health & Well being | Understand the importance of physical and  emotional wellbeing and healthy choices |
| **Working with others** | Working with partners | Understand the role of others working in  the school |
| Relationships | Ability to establish rapport and respectful  and trusting relationships with children,  their families and carers and other adults |
| Team work | Ability to work effectively with other adults  in the school |
| Information | Ability to provide timely and accurate  information, as required |
| **Responsibilities** | Organisational skills | Good organisational skills |
| Line Management | Ability to manage cleaning team |
| Time Management | Ability to manage own time effectively |
| Creativity | Ability to follow instructions |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Basic understanding of Health & Safety  And Food Hygiene |
| Child Protection | Understand and implement child protection  procedures |
| Confidentiality/Data  Protection | Understand procedures and legislation  relating to confidentiality |
| CPD | Be prepared to develop and learn in the  role |