**Job Description**

| **Employer Name:** | Genesis Education Trust |
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| **Job Title:** | Facilities Management Supervisor (Site Services Officer) |
| **Reports To:** | Headteacher/SLT |
| **Role Summary:** The Site Services Officer provides a healthy, safe, and effective range of site management services, including cleaning, maintenance, and security, under the direction of the Headteacher/SLT. The role is to ensure the school site is safe, well-maintained, and welcoming to all users. |
| **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). **Security:*** Serve as a keyholder and be part of the emergency standby team, providing emergency access to the school site.
* Lock and unlock school buildings and areas, including kitchens.
* Operate alarm systems and monitor CCTV, liaising with external agencies and police as needed.
* Assist with regular internal and external security checks.
* Cover lettings, which may occur in the evenings or on weekends, and be available to cover them on short notice.
* Respond to alarm callouts if required.
* Maintain the security of the school premises by securing entrances and exits and reporting potential security breaches.
* Ensure that all visitors have the correct security checks in place.

**Cleaning and Maintenance:*** Assist with minor repairs, such as minor plumbing, changing light bulbs, unblocking drains, and repairing door furniture.
* Undertake cleaning duties, including graffiti removal and litter-picking, and perform emergency cleaning as needed.
* Collect and assemble waste for collection in accordance with the school's recycling processes.
* Ensure that services like heating, lighting, and plumbing are operating to satisfactory standards.
* Undertake routine "client" tasks related to premises contractors, such as cleaning and grounds maintenance.
* Perform activities to maintain a safe and clean external environment, such as gritting and puddle sweeping.
* Assist with the maintenance of specialist sports equipment after receiving training.
* Ensure the maintenance of a clean and orderly working environment.
* Refill and replace consumables like soap and towels.
* Report faulty equipment and other maintenance needs to the line manager.

**Organisation and Supervisory:*** Supervise cleaners and ensure that rotas and cleansing specifications are followed.
* Supervise contractors while on site as directed by the Line Manager.
* Assist with the receipt, distribution, collection, and despatch of goods.
* Assist in arranging and moving furniture, equipment, and materials.
* Maintain orderly and secure storage of supplies, monitoring and reducing waste to decrease the school's carbon footprint.
* Escalate any staffing or safety concerns to the line manager promptly.
* Operate everyday equipment safely and according to instructions.

**General Responsibilities:*** Have an up-to-date Enhanced CRB Disclosure.
* Comply with and uphold the security provisions of the Health & Safety at Work Act 1974 and other relevant school policies.
* Promote and ensure the health and safety of pupils, staff, and visitors.
* Adhere to policies and procedures regarding child protection, confidentiality, health, and security.
* Treat all information acquired through employment in strict confidence.
* Participate in training, learning activities, and performance development as required.
* Contribute to the school's overall ethos and aims.
* Uphold and promote the school's Equal Opportunities Policy and ensure a working environment free from discrimination.
* Be willing to undertake induction training.

**Person Specification:****Qualifications & Experience:*** Experience adhering to health and safety regulations.
* Experience in site/facilities management, caretaking, or maintenance.
* Experience of all aspects of cleaning, including equipment, walls, and floors.
* Experience working as part of a team.
* Basic level of education and literacy and numeracy skills.
* Ability to use kitchen and cleaning equipment.
* Willingness to undertake induction training.
* Willingness to gain knowledge of COSHH regulations.
* Supervisory experience (desirable).

**Knowledge, Skills, and Abilities:*** Ability to relate well to children and adults.
* Basic understanding of Health & Safety and Food Hygiene.
* Good understanding of health and safety legislation and compliance in schools.
* Ability to complete basic forms and exchange routine verbal information clearly.
* Ability to use IT systems for record-keeping and managing facilities tasks.
* Good organisational skills and the ability to manage time effectively.
* Ability to follow instructions and work effectively with other adults.
* Commitment to safeguarding and promoting the welfare of children.
* Proactive and willing to learn the complexities of the school site to work unsupervised.
* Flexible to meet the changing needs of the school.
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| **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.
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| **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.
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| **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.
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| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection.

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| **General heading** | **Detail** | **Examples** |
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| **Qualifications &****Experience** | Specific qualifications & experience | Experience of adhering to Health and Safety regulationsUnderstanding of COSHHExperience of undertaking duties as a SSOExperience of all aspects of cleaningequipment (light and heavy), walls (up to6ft.) floors, fixtures and fittings.Basic level of education |
| Knowledge of relevant policies and procedures | General understanding of the operation of a schoolAbility to maintain a high standard ofpersonal and general cleanliness andhygiene to comply with statutory and school regulations |
| Literacy | Basic reading and writing skills |
| Numeracy | Basic numeracy skills |
| Technology | Ability to use kitchen and cleaningequipment |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbalinformation clearly with children and adults |
| Languages | Seek support to overcome communicationbarriers with children and adults |
| Negotiating | Consult with colleagues |
| **Working with children** | Behaviour Management | Understand and implement the school’sbehaviour management policy |
| SEN | Understand and support the differences inchildren and adults and respondappropriately |
| Curriculum | Basic understanding of the learningexperience provided by the school |
| Child Development | Basic understanding of the way in whichchildren develop |
|  | Health & Well being | Understand the importance of physical andemotional wellbeing and healthy choices |
| **Working with others** | Working with partners | Understand the role of others working inthe school |
| Relationships | Ability to establish rapport and respectfuland trusting relationships with children,their families and carers and other adults |
| Team work | Ability to work effectively with other adultsin the school |
| Information | Ability to provide timely and accurateinformation, 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 & SafetyAnd Food Hygiene |
| Child Protection | Understand and implement child protectionprocedures |
| Confidentiality/DataProtection | Understand procedures and legislationrelating to confidentiality |
| CPD | Be prepared to develop and learn in therole |