

JOB DESCRIPTION

Job Title:	Site Services Officer
NJC Spine points:	25-28
Responsible to:	School Business Manager
Responsible for:	Assistant Site Services Officer

Job Purpose

To provide an efficient range of site support services including general repairs, supervising the cleaners, general maintenance and cleaning of the school.

To be responsible for ensuring the security of the school premises. Assist in the maintenance of any machinery, equipment within the school. Help maintain the internal and external fabric of the school's premises as a safe working environment.

Key External Contacts

Contractors and suppliers, Facilities providers, Parents, General Public

Key Internal Contacts

Head Teacher/Site Manager/Site Services Officer, Cleaners, Staff, Pupils

Duties and Responsibilities

Key Activities – Operational

Security

1. Lock/unlock all school buildings and areas;
2. Undertake regular security checks and identify security risks;
3. Monitor fire safety equipment and carry out fire drills;
4. Operate and respond to alarm systems where appropriate and carry out any routine testing;
5. Monitor CCTV or surveillance equipment where appropriate;
6. Liaise with police, security and surveillance contractors where appropriate;
7. Provide emergency access to the school site;

Maintenance

1. To organise and undertake minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture;
2. To carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school;
3. Undertake regular site inspections within an agreed programme;
4. Undertake the operation of heating plant, cooling and lighting systems;
5. Collect and assemble waste for collection;
6. Undertake cleaning duties including graffiti removal, litter-picking;
7. Undertake emergency cleaning duties;

8. Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance;
9. Undertake activities to maintain safe and clean external environment e.g. gritting the site;

Key Activities - Resources

1. Ensure the maintenance of a clean and orderly working environment;
2. Timely & accurate preparation of routine equipment/resources/materials as set out in instructions;
3. Undertake basic record keeping as directed;
4. Refill and replace consumables e.g. soap & towels;
5. Report faulty equipment & other maintenance requirements to appropriate person;
6. Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches;
7. Ensure lights and other equipment are switched off as appropriate;

Key Activities – Organisation & Supervisory

1. Supervise cleaners and ensure rotas and cleansing specification is adhered to;
2. Escalate any staffing or cleansing/safety concerns to line manager promptly;
3. Assist with the receipt, distribution, collection and despatch of goods;
4. Assist and participate in the organisation and movement of furniture within the building;
5. Maintain and arrange orderly and secure storage of supplies;
6. Operate everyday equipment in accordance with instructions;

Key Activities- Health and Safety

Health and Safety

1. To promote a positive health and safety culture in the workplace
2. Maintain a safe environment by carrying out regular checks required under Health and Safety Regulations/legislation and adhering to the school’s Health and Safety Policy.
3. Ensuring all Health & Safety / Fire Procedures are carried out including daily checks of the premises, monitoring equipment, cleaning spillages, an awareness of COSHH regulations.
4. Maintaining the Academy’s compliance software (Every) to ensure an accurate record of Health and Safety actions are kept.
5. To contribute to physical and procedural internal and external audits, supporting leaders with addressing actions raised;
6. Attend Health & Safety and Fire Safety Audits and work with the SBM to action areas of concern
7. Undertake visual checks of the Academy’s vehicles, including arranging MOTs and lift services.
8. To drive the mini-buses if required
9. To Act as a Fire Marshall and First Aider as required (Training will be provided)
10. To undertake Health & Safety training and development as required

Responsibilities

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;

3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;
6. 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;

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
3. Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
4. Be aware of all documents produced during the time at the school remain the commercial documents of the school.

Other requirements:

1. To attend and participate in staff meetings.
2. To participate in training and performance management as required.
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;
4. To have an up-to-date Enhanced DBS Disclosure;

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.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Person Specification – Site Service Officer

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
Good numeracy/literacy skills	✓		A
NVQ 2 OR equivalent qualification.	✓		A
Experience			
Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyman in a school or similar environment.	✓		A/I
Experience of working under Health & Safety Regulations / Legislation	✓		
Experience of keeping work records.	✓		A/I
Experience of working under health & safety regulations/legislation.	✓		A/I
Skills, knowledge and Understanding			
Ability to relate well to children and adults	✓		A/I
An understanding/knowledge of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	✓		A/I
Knowledge of moving and handling procedures.	✓		A/I
Willingness to develop knowledge of use of ICT and to participate in development and training opportunities.	✓		A/I
Ability to act on own initiative, dealing with any unexpected problems that arise.	✓		A/I
Ability to undertake a range of caretaking and cleaning duties.	✓		A/I
Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.	✓		A/I
Ability to demonstrate good inter-personal skills to communicate with a range of people.	✓		A/I
Ability to provide high quality supervision, training and support to Assistant Site Services Officer and/or cleaning staff.	✓		A/I
Ability to inspect and record the work of others.	✓		A/I
Ability to work effectively and supportively as a member of the school team.	✓		A/I
Ability to demonstrate commitment to Equal Opportunities.	✓		A/I
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		

<p>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.</p>	<p>ü</p>		
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*I - Interview

T – Test/Presentation

A – Application Form