



Sybourn Primary School

JOB DESCRIPTION

Job Title: Site Services Officer
Division: Schools
Responsible to: Head of School

Job Purpose

Under the direction of the Head Teacher / Senior Manager / Governing Body the site team shall provide an efficient, 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.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- Head Teacher/Site Services Officers
- Cleaners
- Staff
- Pupils

Major Tasks, 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 portage, 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 Lion Education trust practices and procedures.
- 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 for 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
- Cleaning duties to be undertaken as necessary
- 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

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, 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
- 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 the Senior Management Team

Site Services Officer – Level 2

Person Specification

1. Experience

- Handyperson experience
- Supervisory experience (where relevant)

2. Qualifications / Education / Training

- Willingness to undertake induction training
- Training in cleaning procedures / building maintenance
- NVQ 1 **OR** equivalent qualification or equivalent experience or willingness to train to achieve these

3. Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Able and willing to assist with/attend call-outs out of hours within twenty minutes
- Able to develop a management approach to meet the requirements of schools and other establishments
- 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 and on own initiative, to plan and anticipate problems without regular supervision
- Available and willing to work evenings and weekends
- 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
- Willing to present a professional, but “User friendly” image to customers and colleagues
- Able to maintain confidentiality
- Able to travel to all sites of Sybourn Primary School