



Job Description
Site Services Officer

Full Time, All Year Round, Grade 4 - 19,698- £23,080 per annum

Hours of work based on working Monday to Friday (37 hours):

- **06:45 am to 09.30 am 4 days per week (Monday to Thursday), 06:45 am to 09:45 am 1 day per week (Friday),**
- **2.30 pm to 7.00 pm 4 days per week (Monday to Thursday), 2.00 pm to 7.00 pm, 1 day per week (Friday)**
- **Flexibility will be required to support the school during the school day and with evening lettings.**

Job Purpose:

Through the day-to-day direction of the Trust Estates and Facilities Manager (and the headteacher as required), as a professional team member, take responsibility for all activities associated with janitorial and handyman duties and implement the planned preventative maintenance programme (PPMs).

Main Duties and Responsibilities:

1. Responsible for the security of the buildings and grounds including unlocking and locking of the premises and ensuring that the intruder alarm is set when the building has been locked.

Be an appointed key holder for the school and attend out of hours call outs as and when required.
2. Ensure the whole site (including path around the school) is kept free of all litter and rubbish including fallen leaves. Complete a full perimeter check of the site each day and remove any hazardous objects.
3. Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking.
4. Be responsible for reporting and arranging all repairs and maintenance needs outside of this job description, progress chasing and reporting on delays to the Trust Estates and Facilities Manager. Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Trust Estates and Facilities Manager. Be responsible for signing job completion/customer satisfaction notes as required by the Trust, checking that contractors vacate the site on completion and ensuring that charges made are in accordance with agreed scheduled rates as appropriate.

To ensure that all contractors are inducted on site before any works are undertaken and if necessary issue permits to work.

5. Inspect all play areas and equipment on a daily basis and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed.
6. Deal with instructions received regarding lettings, by liaison with the Trust Estates and Facilities Manager/appropriate member of Trust staff, prepare for these activities and clear up at the end of the letting.
7. Take delivery of materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required.
8. Be responsible for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Trust Estates and Facilities Manager.

Ensure that plant rooms are kept clean, tidy and sterile at all times.

Planned Preventative Maintenance (PPM)

9. PPM:
 - To carry out daily facility checks and record all daily proactive jobs.
 - Ensure that weekly Planned Preventative Maintenance (PPMs) are completed.
 - To ensure that the premises help desk log is kept up to date on a monthly basis and is sent to the Trust Estates and Facilities Manager at the end of each month.
 - Carry out a weekly site walk to identify maintenance tasks and the monitoring of the cleaning contract.
 - Attend a weekly site meeting with the Trust Estates and Facilities Manager.
 - Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons, etc. and reporting where further action is necessary.
10. Establish an appropriate inventory control system to ensure availability of adequate supplies of consumables, and materials to undertake the duties of the post
11. Safely store repairs and maintenance consumables and recording items on a COSHH register.
12. Undertake and record regular health and safety premises routines including fire alarm checks, asbestos, water flushing, emergency lighting and keep up to date with training as required.
13. Keep tools in good working order and store them safely.
14. Undertake a full site walk on a daily basis. Report any major security or health and safety concerns to the Trust Estates and Facilities Manager.
15. Take utility meter readings on a monthly basis.
16. Test the fire alarm and intruder alarm on a weekly basis and immediately report any defects to the Trust Estates and Facilities Manager.

Handyperson Duties

17. Undertake minor repair and maintenance work, including: -

- Carpentry:** Refitting wipeboards and pinboards, replacing door and window furniture, easing doors, etc.
- Plumbing:** Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps, and potato sumps are kept clear and disinfected.
- Electrical:** Fitting of plug taps, replacing plug fuses, light tubes, bulbs and starters.
- General:** Minor plaster repairs, minor repairs to floor covering, paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs, replacing light fittings/bulbs.
- Painting:** Liaise with the Trust and Facilities Manager regarding the painting programme as required.

18. Undertake limited grounds maintenance duties which are not included in any of the Trust's grounds maintenance contract specification including setting up portable sports facilities for play or lettings, taking equipment from and returning it to school stores on a day to day basis. The general litter/glass, etc. clearance from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas, paths outside the school and tennis courts.

Litter pick all areas of the site twice per day or more often as and when required.

Empty all litter bins on a daily basis.

19. Responsible for working with the Trust Estates and Facilities Manager to create a rolling programme of premises maintenance works.

Monitoring

20. Check all cleaning work undertaken by the school contract cleaners on a weekly basis. Report any concerns to the Trust Estates and Facilities Manager.

To liaise with the cleaning contractors cleaning supervisor to ensure that all areas of the school are cleaned on a daily basis as per the specification in the cleaning contract. Reporting any staffing issues to the Trust Estates and Facilities Manager.

General

21. Carry out the role in a manner that is supportive of Trust values and collaborative in the widest sense.
22. Check jobs required for completion on a daily basis.
23. During periods of inclement weather keep paths, steps, walkways, car parks and play areas clear of snow and ice, using and ordering salt and grit as necessary.
24. Undertake aspects of general cleaning including window cleaning, carpet cleaning and high level cleaning.
25. Undertake general gardening duties as required and general grounds maintenance such as cutting back small branches to ensure pathways are kept clear.
26. Order, move, light, refuel and arrange return of temporary heaters as necessary.

27. Respond to the security provider in the event of alarm call outs outside of normal working hours.
 28. Carry out procedures in the event of emergencies and provide assistance with general enquiries relating to the use of the site.
 29. Undertake all necessary training required by the Trust.
 30. Undertake work during school holidays as defined by the Trust Estates and Facilities Manager and the Headteacher.
 31. You will be required to work in any of the employer's academies for temporary periods.
 32. Any other duties and responsibilities within the range of the salary grade.
 33. All duties and responsibilities must be carried out with due regard to the Trust's Health and Safety Policy, Finance, Equal Opportunities Policy and Data Protection Guidelines.
 34. To be accountable for promoting and safeguarding the welfare of children responsible for, or who in contact with.
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Responsible for: In conjunction with the Trust Estates and Facilities Manager, the cleaning team

Responsible to: Trust Estates and Facilities Manager

Date Reviewed: July 2021

Hill Farm Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm.

When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.



Site Services Officer Person Specification

Area	Description	Criteria will be measured by:
Knowledge:	<ul style="list-style-type: none"> • Knowledge of the main health and safety regulations including COSHH, risk assessment and how they apply in a school environment. • Knowledge of moving and handling procedures • Willingness to develop knowledge and use of ICT and to participate in development and training opportunities. 	<p>A, I</p> <p>A, I</p> <p>A, I, R</p>
Skills and Abilities:	<ul style="list-style-type: none"> • Able to liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines to be met. • Administrative skills to be able to complete forms, read instructions, interpret and update manuals, write basic reports/messages for the Trust Estates and Facilities Manager/headteacher including record keeping • Numerical skills to check stock levels/deliveries/measure areas. • Cash handling skills to undertake basic shopping for materials. • Flexibility in carrying out tasks and work planning. • Approachability in dealing with staff and requests. • Able to accept instructions from supervisors identified. • Able to use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments, recognising the importance of confidentiality. • Able to liaise/communicate effectively on an interpersonal level with pupils, users, parents and other visitors in a friendly way. 	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>

Skills and Abilities:	<ul style="list-style-type: none"> • Able to follow recognised/agreed procedures and regulations in respect of duties to be performed on ordering/stores, lettings, heating, cleaning, janitorial issues in accordance with health and safety considerations and emergencies. • Able to lift/move equipment/objects, clear site, undertake general manual tasks and hygienic tasks such as cleaning. • Able to undertake general handyman tasks (not requiring skilled tradesperson) on plumbing, electrical (not related to main circuitry) building/plastering, carpentry, glazing. • Able to identify areas where repair/cleaning is required and is not up to standard expected. • Able to assimilate information on equipment and how to operate it. • Able to become involved in the life of the school and work with staff and children in a multi-cultural setting in the achievement of the school's aims. • Able to keep details confidential as required. • Able to manage alarm call outs/work split shifts. • Able to prioritise work and shift focus at short notice. • Able to develop good working relationships with all stakeholders in the Trust. • Able to accept potential for inconvenience caused by community use/call outs. • Able to undertake lettings, both in term time and out of term time. 	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I</p>
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Experience:	<ul style="list-style-type: none"> • Background of industrial environment or school or similar environment at craftsperson/ machinist/ maintenance/ labouring or similar level. 	<p>A, I</p>
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Educational:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQs or equivalent qualification desirable. 	<p>A, I</p> <p>A</p>
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory disclosure and barring service check will be required prior to appointment. <p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	<p>A, I, R</p> <p>I</p>
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A = Application Form, I = Interviews, R = References

Date Reviewed: July 2021