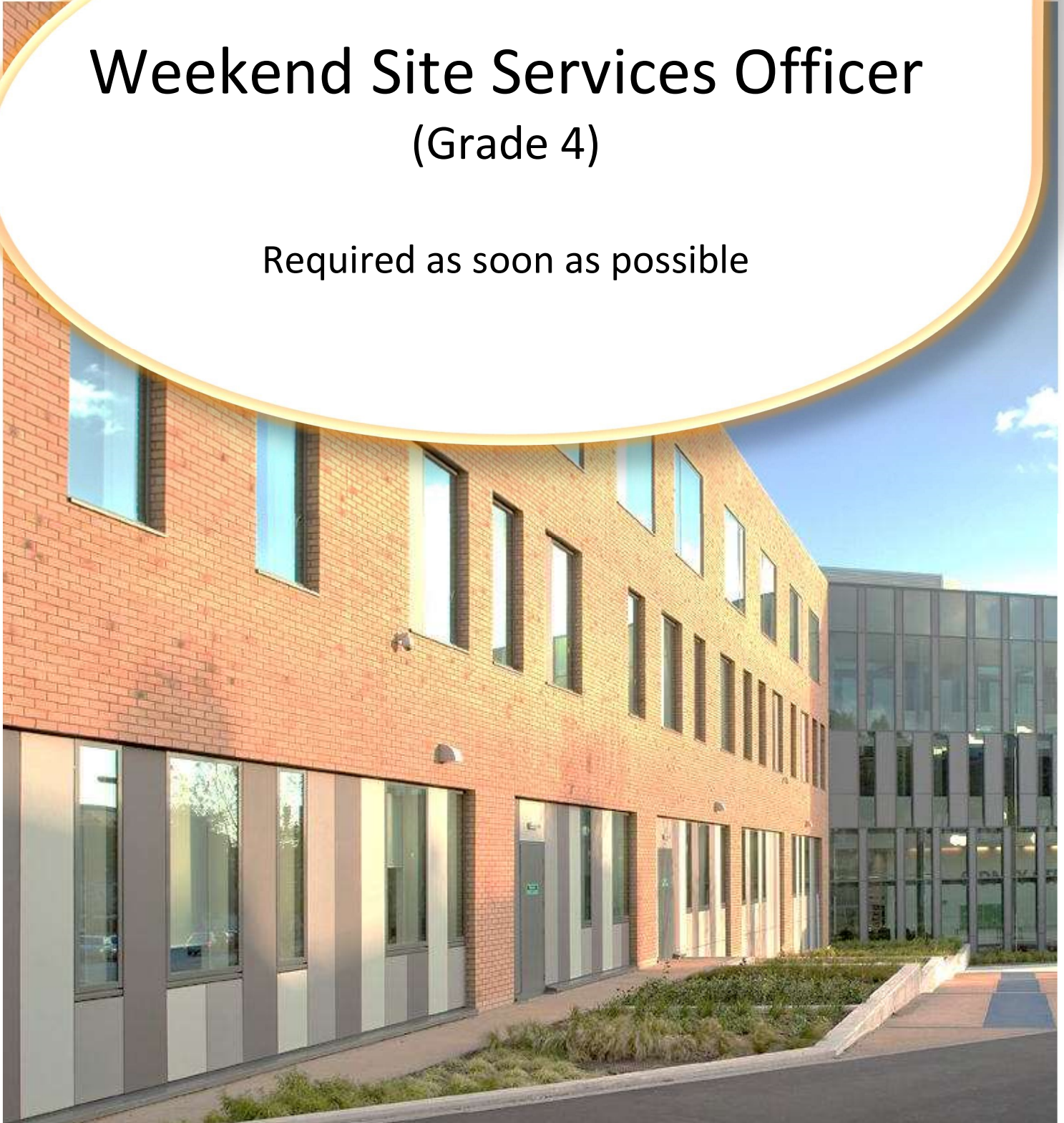


Weekend Site Services Officer (Grade 4)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Site Services Officer

This role plays a crucial part in the smooth running of our schools. Under the day to day supervision of the Senior SSO and under the direction of the MAT Facilities Manager and schools SLT you will support the site team in the provision of all site service activities during the weekends.

This includes janitorial, cleaning, maintenance and monitoring duties and ensuring the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at on site and across other schools in the MAT as required.

Why work at Sidney Stringer Academy:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere

JOB DESCRIPTION – Site Service Officer

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Scale: 4

Reporting to: Facilities Manager

Hours: 16 hours per week / 52 weeks a year

Day Shift: Saturday & Sunday 8:00am - 4:30pm

Job Purpose: Carrying out duties at a specific site but where required at other MAT sites in the provision of site service activities, including janitorial, maintenance and monitoring duties and to ensure that the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at the individual Academies.

Share in the Health and Safety inspections of the school site

Be responsible for ensuring a safe, clean, accessible and secure environment for all activities.

To lead on remedial action in relation to Health & Safety matters ensuring that maintenance and development complies with relevant building, health & safety regulations

Duties and Responsibilities:

Maintenance Duties

- Be responsible for reporting and arranging all repairs with contractors and maintenance needs outside of this job description, progress chasing and reporting on delays to the Facilities Manager and/ or appropriate SLT member.
- 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 Facilities Manager and appropriate SLT.
- Liaise with contractors during works in progress to ensure deliveries of supplies, access to school site, security and timing of works comply with school health and safety policy.
- Be responsible for signing job completion/customer satisfaction notes as required by the contractors, checking that contractors vacate the site on completion.
- Undertake minor repair and maintenance work, including but not exclusively:

Carpentry - refitting pin boards and coat hooks, 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 internal/external drains, channels, grease traps and potato sumps are kept clear and disinfected.

Electrical - fitting of plug tops, replacing plug fuses, light tubes, lamps and starters.

General - minor plaster repairs, minor repairs to floor coverings, removal of graffiti, ceiling tile replacement/repairs, replacing fixtures and fittings e.g. toilet tissue holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.

Decorating - to carry out repairs prior to decorating; redecorate areas as required.

- Ordering of relevant supplies to enable maintenance and decorating to be undertaken.
- Undertake grounds maintenance duties such as setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. General routine clearance of litter/glass etc. on a daily basis from all shrub borders, hedgerows, grass areas, gullies, adjacent walls, paths, drives, play areas and school fields.

- Ensure external bins are emptied regularly and waste disposed of correctly.
- Monitoring of commercial waste and recycling bins and liaising with contractor where necessary.

Janitorial Duties

- Responsible for reporting all repairs and maintenance needs outside of this job description, to the appropriate colleagues, to ensure that contractors on site do not cause a health and safety hazard or damage to school property in any way and report any matters of concern or non-compliance with contract specification to the Senior SSO, Facilities Manager or member of the SLT.
- To be responsible for signing job completion/customer satisfaction notes as required.
- Removal of any dangerous materials or objects as necessary to ensure the safety of users, reporting where action is needed.
- Take delivery of site stores, materials and equipment, ensuring correct distribution and storage within the school, and the movement of furniture and equipment within the school as required.
- Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons etc. and reporting where further action is necessary.
- Collecting and removal of rubbish throughout site opening hours

Cleaning

- Cleaning of school signs, name boards and directional signs.
- Cleaning of all internal windows, doors panels and screens, and cleaning of all ground floor windows externally as may be required from time to time.
- Corridor floors, School Hall floor and Dining Room floor.
- Use of floor cleaning machinery (training provided)
- Sanitizing and cleaning of all removable carpets/rugs/mats internal and external.
- Ensure safe and effective cleaning of spillages and for incidents of bodily fluids

Monitoring

- To carry out and document all Fire Service and Health & Safety daily and weekly inspections, tests in line with Multi Academy Trust and other relevant policies.
- Ensure all taps and toilets are ran and flushed in accordance with Water Hygiene regulations during term time and holidays.
- To carry out and document all Play equipment checks in line with Multi Academy Trust and other relevant policies.

Miscellaneous

- Be responsible for the security of the buildings and site including routine and non-routine opening and closing of the premises, setting of the alarms and call-out response.
- Carry out agreed procedures in the event of emergencies, and aid in dealing with general enquiries relating to the use of the site.
- Provide cover where needed for other team members to ensure the site is safe and operational for required opening times.
- To undertake work during school holidays as defined by the Facilities Manager, Head Teacher or member of SLT and by negotiation, provide cover for SSOs at other MAT sites.
- To keep paths, steps, walkways, etc. free of snow and ice, using salt and grit as necessary.
- To undertake all necessary training required.
- Ensure external checks are carried out prior to evening lock up.
- React with alarm call outs as specified in the contact rota.
- To ensure that General Risk Assessments are carried out for the premises and grounds.
- To ensure that specific risk assessments are carried out for tasks performed.

- To undertake all necessary training required to carry out duties.
- Ensure 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.
- Where appropriate to site, inspect all play areas and equipment on a weekly basis and remove any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed.
- Movement of P.E. equipment if necessary

To assist in any other duties appropriate to the grade and range of the post that may be required by the Head Teacher, Business Manager or Facilities Manager.

To be responsible and accountable for carrying out the duties of the post with due regard to the Multi Academy Trust and where applicable in line with the equal opportunities policy, health and safety law and the protection of children regulations.

Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical 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 in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

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 jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder 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 Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. 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 Academy's Data Protection Policy

Equality and Diversity

Sidney Stringer Multi Academy 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 and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder 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 reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

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 jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Sarah Mills (Oct 2022)

Person Specification – Site Service Officer

Aspect	Essential Requirements	Desirable Requirement	Evidence
Experience	<p>General practical skills and/or maintenance experience</p> <p>Experience of working calmly under pressure and withstand stress.</p>	Caretaking or site keeper in a school or similar environment	AF, I, R
Skills, Abilities & Attributes	<p>Honest and trustworthy</p> <p>High level of personal integrity</p> <p>Must have a flexible approach to working hours</p> <p>Ability to work individually and as part of a team</p> <p>Positive outlook; prepared to 'go the extra mile'</p> <p>Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff</p> <p>Ability to work to deadlines</p> <p>Ability to work on own initiative</p> <p>Ability to lift and carry items</p> <p>Ability to respond calmly to emergencies</p> <p>Ability to carry out minor repairs and decoration in line with the job description</p> <p>Willingness to respond to alarm callouts outside of normal working hours</p> <p>Able to follow the school's safeguarding procedures and recognise when to report any concerns</p> <p>Able to use initiative and work effectively, sometimes under pressure, with the minimum of supervision and to tight deadlines.</p> <p>Ability to communicate well along with a willingness to facilitate lettings of the school buildings to 3rd party users by communicating in a friendly and effective manner with students, parents, lettings and visitors to site.</p> <p>Able to work outdoors in various weather conditions.</p>	<p>Skilled in one or more of the following trades:</p> <ul style="list-style-type: none"> • Carpentry • Plumbing • Electrical • Decorating/building 	AF, I, R

	Ability to plan ahead for future tasks, identification and sourcing of materials for ordering.		
Knowledge	<p>Basic knowledge and understanding of health and safety requirements</p> <p>Basic knowledge of using a computer</p>	<p>Working knowledge of health and safety procedures and regulations, e.g. COSHH</p> <p>Knowledge of moving and handling procedures</p> <p>Knowledge of cleaning procedures required to meet specified standards</p> <p>Willingness to learn to use specialist equipment</p>	AF, I, R
Education & Qualifications	<p>A good basic level of numeracy and literacy skills</p> <p>Qualified First Aider or willing to train</p> <p>Willingness to undertake induction and further training</p>	NVQ 1 and 2 in Cleaning and Support Services or equivalent	AF, I, R

Key: AF - Application Form, I - Interview, R - References

Weekend Site Service Officer

Required as soon as possible

Grade	4 - £9,500 per year
Working hours	16 hours per week, Saturday and Sunday 8:00am to 4:30pm

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

If you would like further information or to discuss the post in more detail then please contact **Daniel Everitt, MAT Facilities Manager** – deveritt.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:
www.sidneystringertrust.org.uk

Please return completed application forms to the recruitment team –
recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **31st October 2023 at noon**

Interview date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.