



Job description & Personal Specification

Site Services Officer

Salary: £21,269 - £23,953

Hours: 36.5 hours per week, Split shift

Contract type: Full Time, all year round

Reporting to: Office Manager

Responsible for: Contractors, Cleaners

Main purpose

- To provide a comprehensive caretaking service to the school to ensure the environment is safe and secure for pupils.
- To ensure that the school premises are cleaned to the approved specification and take overall responsibility for school security and day-to-day maintenance issues.
- To manage the contractual cleaning team.
- To attend Senior Leadership Team (SLT) meetings, as appropriate.
- To ensure caretaking duties are undertaken in accordance with Health and Safety legislation.
- To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.
- To manage a budget for the purchase of regularly used items.

Duties and responsibilities

Site Management

- Meeting regularly with the Office Manager (OM) advising of any maintenance or repair work as necessary.
- To manage own budget in line with Best Value principles and follow set procedures; ordering all supplies and materials, cleaning, lighting and vehicles.
- Carrying out minor maintenance work / repairs / DIY/painting and decorating that do not require employment of a contractor.
- Arranging for major repairs and works to be carried out including sourcing quotations in consultation with the OM.
- Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage. Site Managers are required to know the location of first-aid equipment and facilities.
- To ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the OM of action taken.

- Liaising with contractors or external agencies, as appropriate, regarding access to the site.
- Direct and supervise contractors to the site for repair and maintenance work. Inspect, monitor and record work performance assisting the OM or other appropriate manager in ensuring that the work is carried out to the required standard, as appropriate.
- Ensuring that lighting is kept in good working order, checking light bulbs, fluorescent tubes etc., are working and replace as necessary.
- Ensuring that the school is adequately heated and hot water is available.
- Controlling the level of heating and ventilating throughout the buildings as required by the school.
- Contact the relevant service to report any heating, water and ventilation issues and oversee until the issue is resolved regularly reporting to the OM.
- Recording monthly meter readings for utilities, e.g. gas, water and electricity.
- Managing and overseeing the contractual grounds maintenance company.
- Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
- Providing safe and adequate access to the school and classrooms during inclement weather, e.g. flooding, snow etc and clearing and salting paths when necessary.
- General supervision of the playground, the car park and open areas surrounding the premises.

Security

- Ensuring that the building and site are left in a secure situation, which includes locking/ unlocking of school gates and external and internal doors and closing windows.
- Registering as a primary key holder and being a point of contact in an emergency callout situation.
- Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Alerting the OM to any risk to a breach of security.
- Contact and direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
- Ensuring that the intruder alarm and the CCTV are kept in good order and maintained regularly.
- Opening and closing the school site each day.
- Patrolling the site to check for hazards, damages and intruders.
- Preventing the trespassing and unauthorised parking on the school premises.

Health and Safety

- Undertake termly Health & Safety inspections with the Health & Safety committee, acting upon any issues highlighted.
- Carrying out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
- Overseeing the maintenance of the fire alarm to ensure it is kept in good order.
- Ensuring that the emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook.

- Ensure that the schools planned preventative maintenance checks are carried out, including the assessment and control of Legionella risks, by a specialist company in accordance with RBK regulations and accessible records are kept. Periodically de-scale shower heads.
- Undertake electrical testing of portable equipment within the agreed schedule.
- Ensure the safe use of all electrical appliances in school.
- Ensure that all playground inspections are carried out in accordance with RBK guidelines.

Cleaning

- Managing and monitoring the performance and standard of cleaning carried out by the cleaning contractor.
- Overseeing and arranging all other cleaning which does not fall within the contractual arrangements eg: window cleaning.
- Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the OM informed of any breaches to contract.
- Supervising the work of the cleaning staff when the contract cleaning Supervisor is absent, ensuring that appropriate training is provided and guidance and support are available when necessary.
- Ensuring that protective clothing is worn as required and safe working methods are adopted

Porterage

- Taking delivery of and distributing any stores, materials and other goods.
- Moving of furniture and equipment, or any other lifting tasks required by the school.
- Setting up chairs as required for assemblies and whole school events.
- Arranging the disposal of any redundant furniture and equipment in accordance with the RBK procedures, advising the OM for removal from the school's Inventory record.
- Taking delivery of stores, materials, and other goods and storing them.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Other areas of responsibility

- To take on key holding duties for the school/be a named keyholder
- Be available for call outs, be willing to work unsocial hours.
- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the school.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Driving Licence and undertake required training for minibus• IT literate• Good numeracy / literacy skills / GCSE (or equivalent) Maths and English grade A*-C (9-4). Proven good written and verbal communication skills. • Desirable • Formal trades qualifications or NVQ in caretaking and site supervision
Experience	<ul style="list-style-type: none">• Experience and understanding of the day to day running of a school e.g. heating, lighting, security and maintenance. Table copy bulleted• Experience of using a wide variety of cleaning equipment, the ability to follow instruction necessary to operate equipment and use materials relevant to their job.• Experience of dealing with school children, members of the school community and public
Skills and knowledge	<ul style="list-style-type: none">• Ability to undertake repairs and maintenance of school grounds• Ability to keep accurate records.• Ability to undertake grounds maintenance work• Knowledge of legislation relevant to the role of site manager e.g. COSHH, fire, Health and Safety etc.
Personal qualities	<ul style="list-style-type: none">• Ability to follow instructions, organise and prioritise workload. Table copy bulleted• Ability to be self-directed and motivated and work on own initiative.

Notes:

This job description may be amended at any time in consultation with the postholder.

Print Name:

Signed:

Date: