

Job Description: Site Services Officer

GRADE:	4
RESPONSIBLE TO:	Senior Site Services Officer and People & Operations Lead

Main purpose

Provide a service to the school under the direction of the Senior Site Services Officer to be responsible for all activities associated with janitorial, maintenance and monitoring duties, to ensure that the site is safe, secure, well maintained and a suitable environment for the educational activities taking place at the school

Duties and Responsibilities:

- Be responsible for the security of the buildings and grounds including routine and non-routine opening of the premises and setting of alarms.
- Deal with alarm call outs as required.
- Ensure that the whole site is kept free of all litter and rubbish, gutters are cleared.
- Work with the Senior Site Services Officer in managing all repairs and maintenance needed outside of this job description, progress chasing and reporting on delays to the Senior Site Services Officer / People & Operations Lead.
- Under the supervision of the Senior Site Services Officer support the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water.
- Undertake minor repair and maintenance work, including: carpentry, decorating and plumbing.
- To ensure an adequate stock of essential items and safe maintenance and control of equipment for the role. This includes receiving deliveries and distributing to the appropriate area/storage.
- Monitor fire safety and carry out fire alarm testing.
- Ensure risk assessments are carried out for premises and grounds and other tasks relating to tasks performed by the site services team.
- Undertake cleaning of areas as required, without encroaching on allocated time required for your monitoring and handy person duties. Replenishing consumable premises supplied around school.
- Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
- Undertake necessary statutory checks including but not limited to play equipment, legionella flushing, panic alarms, ladders, fire doors etc
- To keep paths, steps, walkways, etc., free of snow and ice, using and ordering salt and grit as necessary.

- Take actions to prevent trespass on the premises.
- Moving equipment and resources as required and setting up hall as directed.
- Supporting with maintenance and cleaning of the hydrotherapy pool.
- 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.
- To undertake work during school holidays as defined by the Senior Site Services Officer / People & Operations Lead.
- To carry out any other relevant duties as requested.

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the

organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person Specification:

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">• GCSE or equivalent in English and Maths at Grade A* - C/Grade 4 – 9 is desired.• Hold a full clean driving licence
Knowledge and Experience	<ul style="list-style-type: none">• Able to undertake general tasks not requiring skilled tradesperson qualifications on plumbing, building, plastering, painting, gardening, carpentry and glazing etc.• Understanding of what tools are required to perform maintenance repairs• Knowledge of health and safety checks and COSHH requirements
Skills and Abilities	<ul style="list-style-type: none">• Good communication and organisational skills• Good working knowledge of IT packages include Microsoft Office, Outlook, Teams• Strong team player• Able to work on your own initiative and work independently• Able to complete forms, read instructions, write basic reports etc• Ability to communicate with a variety of different people including pupils, contractors, staff etc• Able to prioritise workload and cope with changing demands.
Personal Qualities	<ul style="list-style-type: none">• You will be practical and adaptable• Able to work shifts and attend to alarm call outs.• A good level of physical fitness is desired to be able to perform the role successfully• Able to listen and take instructions• Flexible

Notes:

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

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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