

Job Description

**Vacancy Reference No:**

Job Title:	Assistant Site Services Officer	Job Number:	L3267D
Directorate:	People	Post Number:	1033867
Service:	Schools	Grade:	Grade 3
Location:	Willenhall Community Primary School		

Job Purpose:

To be responsible through the day-to-day direction of the Site Services Manager for all activities associated with Site Services duties. To deputise for the Site Services Manager in his/her absence and undertake the Site Services Manager's duties as set out in the Site Services Manager job description as directed by the School Business Manager.

Main Duties and Responsibilities:Miscellaneous Routine Work

This may include:-

- Meeting with the Head Teacher, School Business Manager and Site Service Manager
- Check Job book and clear requests
- Check and replace lighting
- Move occasional furniture
- Keeping school tools in good working order and appearance, storing them safely.
- Monitoring use and requesting resources such as ironmongery, paint etc in order to complete tasks
- Clean and flush through drains if and when required, including unblocking
- Work with the Site Service Manager to ensure that all carpets are shampooed, school furniture and the windows of the school are cleaned on a regular basis
- Undertake general gardening duties and upkeep of outdoor areas
- Keep school free of litter, leaves and general detritus
- Work alongside the cleaning team as required to achieve high levels and cleanliness and hygiene throughout the school

Assistant Site Services Officer Duties

Undertake repairs and maintenance work for the internal and external building including:

- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture easing doors, shelving etc.

- Painting – liaising with the Site Services Manager regarding a set programme for the internal decoration of the school and maintenance of the building and equipment within it.
- Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear.
- Electrical – basic electrical repairs (not including mains circuitry), eg. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters.
- General – plastering repairs, repairs to floor coverings, touch-up paintwork, replacing fixtures and fittings, eg. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
- Cleaning – general cleaning including hoovering, mopping, dusting etc working alongside the cleaning team.
- Outdoor work – maintenance of outdoor areas ensuring cleanliness of pathways, playgrounds, car parks etc including gritting where required.

To act as a school key holder, to open and close the school premises as required, setting and deactivating the security system.

As a key holder, to be part of the emergency call out staff, responding to out of office telephone calls. An additional allowance is paid for each call out that you are required to attend.

And such duties as are within the scope of the job purpose, the title of the post, and its grading.

Deputising for the Site Service Manager – Cover the Site Service Manager when he/she is taking annual leave or approved absences and sickness.

In the absence of the Site Service Manager be responsible for

- The security of the building and the grounds including routine and non-routine opening of the premises and setting of alarms
- Carry out duties as directed by the School Business Manager in line with the responsibility of deputising for the Site Service Manager.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

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

Responsible for: n/a

Responsible to: Site Services Manager



Person Specification

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Directorate:	People	Post Number:	
Service:	Schools	Grade:	Grade 3
Location:	Willenhall Community Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • General knowledge of carpentry, plumbing, plastering, gardening, cleaning etc

Skills and Abilities:	<ul style="list-style-type: none"> • Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met. • Numeracy skills to be able to calculate the cost of repairs/equipment/materials needed. • Cash handling skills to undertake basic shopping for materials. • Able to complete forms, read instructions, write basic reports/messages for the School Business Manager. • Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments. • Able to follow instructions and procedures within the school. • Able to move equipment/objects • Able to undertake general tasks not requiring skilled trade qualifications, eg. plumbing, basic electrics, building, plastering, painting, gardening, carpentry, cleaning and glazing. • Able to identify areas where there is maintenance needed • Able to assimilate information regarding equipment and the need to operate it, such drills etc
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Experience:	<ul style="list-style-type: none"> • Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • Must be willing to be flexible. • Must be willing to become involved in the life of the school. • Must be willing to attend alarm call outs. • Must be willing to work in a multi-cultural setting. • Must be willing to recognise the importance of confidentiality. • Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.