

<b>Job Title:</b>	Site Services Officer	<b>Job Number:</b>	L3030D
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	024015
<b>Service:</b>		<b>Grade:</b>	4
<b>Location:</b>	Manor Park Primary School		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>General knowledge of cleaning activities, janitorial/security duties and basic handyman tasks</li> <li>Health and Safety issues</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines met</li> <li>Complete forms, read instructions, write basic reports/messages for Headteacher</li> <li>Numeric skills to check stock levels/ deliveries/measure areas</li> <li>Ability to: <ul style="list-style-type: none"> <li>Use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments</li> <li>Liaise/communicate effectively on inter-personal level with pupils, users, parents, and other visitors in a friendly way</li> <li>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</li> <li>To move equipment/objects, clear site, undertake general manual tasks</li> <li>Undertake general tasks not requiring skilled tradesmen qualifications on plumbing, electrical (not relating to main circuitry), building, plastering, carpentry, glazing</li> <li>Identify areas where repair/cleaning is required and is not the standard expected</li> <li>Assimilate information re: equipment and need to operate it such as cleaning equipment</li> <li>Work shifts or undertake lettings</li> <li>Work in multi-cultural setting</li> <li>Lift/move objects or undertake hygienic tasks such as cleaning</li> <li>Recognise the importance of confidentiality</li> <li>Accept instructions from supervisors identified</li> <li>Live in school accommodation</li> <li>Be flexible</li> <li>Become involved in the life of the school</li> <li>Attend alarm callouts</li> <li>Demonstrate awareness of importance of security.</li> </ul> </li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Background of industrial environment or school or similar environment at craftsman/machinist/maintenance labouring or similar level</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>
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**Date Reviewed:** December 2021

