

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

Area	Description
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Knowledge:	<ul style="list-style-type: none"> General knowledge of cleaning activities, janitorial/security duties and basic handyman tasks
	<ul style="list-style-type: none"> Health and Safety issues

Skills and Abilities:	<ul style="list-style-type: none"> Liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines met
	<ul style="list-style-type: none"> Complete forms, read instructions, write basic reports/messages for Headteacher
	<ul style="list-style-type: none"> Numeric skills to check stock levels/ deliveries/measure areas
	<ul style="list-style-type: none"> Ability to: <ul style="list-style-type: none"> Use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments Liaise/communicate effectively on inter-personal level with pupils, users, parents, and other visitors in a friendly way 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 To move equipment/objects, clear site, undertake general manual tasks Undertake general tasks not requiring skilled tradesmen qualifications on plumbing, electrical (not relating to main circuitry), building, plastering, carpentry, glazing Identify areas where repair/cleaning is required and is not the standard expected Assimilate information re: equipment and need to operate it such as cleaning equipment Work shifts or undertake lettings Work in multi-cultural setting Lift/move objects or undertake hygienic tasks such as cleaning Recognise the importance of confidentiality Accept instructions from supervisors identified Live in school accommodation Be flexible Become involved in the life of the school Attend alarm callouts Demonstrate awareness of importance of security.

Experience:	<ul style="list-style-type: none"> Background of industrial environment or school or similar environment at craftsman/machinist/maintenance labouring or similar level
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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.
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Date Reviewed: December 2021

