



# Job Description

## Site Services Officer

**POST:** Site Services Officer

**GRADE/SALARY:** Grade 4 – Point 6-14. (£23,893 – £27,334)

**DIRECTORATE:** People Directorate

**SECTION:** Primary Schools

**LOCATION:** St Osburg's Catholic Primary School

**DURATION:** Permanent – 30hrs per week all year round

**HOURS** – 7.30am – 10.30am and 3pm-6pm.

Flexibility may be required to support the school during the day and occasional evenings depending upon the organisational needs of the school

**HOLIDAYS** 28 days per year plus bank holidays. (It is expected that these would be taken during school holidays)

Responsible to School Business Manager and Headteacher.

### **PURPOSE OF THE JOB**

- To be responsible to the Head Teacher and School Business Manager as an effective member of the school's team.
- As a professional team member to take responsibility for all activities associated with the delivery of an effective and efficient site services function connected with the care, cleanliness, accessibility and security of the whole school site for students, staff and visitors and to ensure the implementation of the planned preventative maintenance programme.
- Principal Key Holder to the site and first response to the security provider in the event of alarm call outs outside normal working hours.
- To be part of an effective Cleaning Team ensuring all priorities and quality service is provided.
- To be a member of the School's Health & Safety Committee and assist with H&S inspections and maintenance programmes of the school site working in partnership with the H&S Adviser, SBM and HT.
- To ensure confidentiality is maintained at all times.
- Ensure equality for all.
- Any other duties commensurate with the post.

### **SAFETY & SECURITY**

- Security – Responsibility for the security of the building and grounds including routine and non-routine opening of the premises and setting of alarms.
- Locking & Unlocking - Ensure access at designated times; key holder responsibility; ensure all keys labelled; ensure a designated key holder in place in SSO's absence.
- Alarm System – Operation of alarm system; regular check sensors to ensure in full working order.
- Disabled Access – Ensure disabled access to the building where necessary.
- Windows & Doors – Check all windows are closed & locked; doors locked as necessary.
- Electrical Equipment - Periodic safety checks on electrical equipment; ensure all electrical equipment is switched off; ensure all lighting is turned off.
- Fire Alarm System – Ensure fire safety measures are in place and are rigorous; ensure weekly fire alarm check is carried out and recorded; ensure a termly fire drill takes place and evaluate.
- Routine Checks - Carry out daily, weekly, termly, annual routine checks including perimeter check, inspection of play areas and equipment, emergency lighting, fire alarm, fire call points etc. Ensure routine health and safety checks are carried out regularly by specialist contractors including water hygiene, fire alarm, electrical testing, fire extinguishers etc.
- Health and Safety – A comprehensive understanding of fire safety regulations; Health and Safety regulations; emergency procedures and rules for evacuating a building and be a member of the Health and safety committee; Maintain accurate records and ensure compliance.
- Emergencies – As principal key holder, respond to call-outs or urgent requests during the day outside working hours; dealing with trespassers/intruders and responding to incidents.
- Hazards – Ensure the whole site is kept free of litter and rubbish including fallen leaves. Complete a full Perimeter check of the site each day and remove hazardous objects.



**REPAIRS & MAINTENANCE** Site Service Officer is responsible for making sure a building is in proper working order:

- Heating – Responsibility for the operation of the heating plant; maintain required temperatures and hot water supply; check gauges, pumps and radiators reporting any deficiencies; ensure annual boiler maintenance check is carried out.
- Undertake a range of handyperson duties (i.e. those not requiring a qualified tradesperson) as directed by the Site Service Officer / School Business Manager (e.g. painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards, changing light bulbs, fitting plugs, changing fuses etc.)
- General Cleaning - Cleaning of designated areas, school signs, name-boards and directional signs; minor carpet cleaning; emergency cleaning of human deposits.
- Window Cleaning =- cleaning of lower level windows and ledges around site
- Hall Floor Maintenance – Buffing & polishing of hall and dining room floor.
- Jet washing of pathways, shelters and outdoor equipment
- Equipment & Materials – Responsible for using tools and machines correctly; maintain in good condition and report faults; move furniture and equipment as required; store equipment and supplies safely recording items on the COSHH register if appropriate.

### **PREMISES**

- Be responsible for general tidiness and safety of outside areas.
- Keep drains, guttering clear of obstructions / deal with blocked drains
- Responsible for reporting and arranging all repairs and maintenance needs outside this job description including; progress chasing and reporting on delays/non-compliance to the SBM/HT on behalf of the Governing Body.
- Escort contractors to site of repairs and maintenance and ensure safe working practices/quality of work.
- Take delivery of materials and equipment ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required. .
- Ensure the whole site is kept free of litter and rubbish, including falling leaves and daily emptying of bins.
- In inclement weather liaise with the Head Teacher to decide if the site is safe to be opened and keep identified paths steps walkways etc free of snow and ice using and ordering salt and grit as necessary. •
- Undertake schedule of works during holiday times as defined by and in collaboration with the Head Teacher and School Business Manager.
  - Any work associated with caretaking which may be necessary in support of the function of the establishments as may reasonably be required.
  - The school premises may be used during evenings and weekends for school activities. The post holder will be expected by mutual agreement with the Head Teacher to attend during lettings for which additional payments will be made in accordance with agreed City Council rates.

### **RISK MANAGEMENT** (incorporating Health & Safety)

- To follow all health and safety procedures and assist in the development, implementation and review of the schools health and safety policies, procedures and risk assessments encompassing pupils, staff and all visitors to the school site.
  - In collaboration with the School Business Manager and H&S Adviser, ensure the school building is compliant with all health and safety statutory guidelines.
  - Inspect all play areas and equipment and remove any dangerous materials or objects daily to ensure the safety of users and report where action is needed. Check PE equipment and moving it when necessary.

***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***

