



Site Services Officer/Handyperson

10 hours per week term-time

Grade 3

Job Purpose:

To carry out a full range of duties providing high standards of cleanliness, general security and maintenance of the school premises. To include cleaning and handyperson activities under the direction of the current Site Services Officer, School Business Manager, and Head Teacher.

To deputise for the Site Service Officer in that person's absence and undertake the Site Service Officer's duties as set out in the Site Service Officer's job description as directed by the School Business Manager.

Main Duties and Responsibilities:

- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- To be flexible and able to deputise in the absence of the Site Service Officer and support the school opening and closing procedures.
- Identify and report building, furniture or fitting deficiencies to the Site Service Officer / Business Manager and undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
- Undertake a range of handyperson duties (ie those not requiring a qualified craftsman) as directed by the Site Service Officer / School Business Manager (eg remedial 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)
- Escort contractors to site of repairs and maintenance and ensure safe working practices/quality of work.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
- Be responsible for general tidiness and safety of outside areas.
- Keep drains clear of obstructions / deal with blocked drains.
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Regularly clean designated areas of the school building and grounds according to instructions.
- Moving occasional furniture.
- Working with the Site Service Officer to ensure that all carpets are shampooed, school furniture and the internal windows of the school are cleaned on a regular basis.
- Undertaking general gardening duties when required.
- Any other duty that is appropriate to the role and grade.

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:

Responsible to: The Business Manager, Site Services Officer and Headteacher



Person Specification

Site Services Officer/Handyperson

Grade 3

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • General knowledge of carpentry, plumbing, plastering, electrics etc • Knowledge of Health and Safety in the work place
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 Site Services Officer/Business Manager or Headteacher. • 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 and glazing. • Able to identify areas where there is maintenance needed • Able to assimilate information re equipment and the need to operate it, such drills etc • Demonstrate flexibility in deputising for the full-time Site Services Officer and undertaking specific projects outside of normal working hours (for which overtime will be paid)
Experience:	<ul style="list-style-type: none"> • Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.
Educational:	<ul style="list-style-type: none"> • Able to communicate effectively orally and in writing
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced DBS 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

	<ul style="list-style-type: none">• 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
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Reviewed: September 2020

Updated: