



Job Description

Job Title: Site Services Officer
Department/Directorate: Children
Location: Manor Park Primary School

Job Number: 024014
Grade: G4
Hours: 37

Job Purpose:

Provide a service to the school under the direction of the Senior Site Services Officer to be responsible for all activities associated with janitorial, maintenance and monitoring duties, to ensure that the site is safe, secure, well maintained and a suitable environment for the educational activities taking place at the school.

Main Duties and Responsibilities:

1. Responsible for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms. Ensure access at designated times, key holder responsibility (including emergency call-outs). Liaise with Emergency Services Unit and police when required.
2. Ensure fire safety measures are in place and carry out fire alarm checks when directed.
3. Ensure you have an up to date knowledge of Health and Safety regulations, fire safety regulations and emergency procedures.
4. Ensure that the whole site is kept free of all litter and rubbish including fallen leaves and to keep drains and gullies free from debris using appropriate equipment & materials
5. Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs materials.
6. Keep paths, steps, walkways free of snow and ice using and ordering salt and grit as necessary.
7. Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking.
8. To be responsible for reporting and arranging all repairs and maintenance needs outside of this job description, progress chasing and reporting on delays to the Head and the appropriate City Council Officer.
9. Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Head and appropriate City Council Officers. To be responsible for signing job completion/customer satisfaction notes as required by the Council, checking that contractors vacate the site on completion and ensuring that charges made are in accordance with agreed scheduled rates.
10. Inspection of all play areas and equipment and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed. Check PE equipment & move when necessary.
11. Dealing with instructions received regarding letters, by liaison in the appropriate sections of the City Council, preparing for these activities and clearing up at the end of the letting.
12. Taking delivery of site stores materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required.
13. To be responsible for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the appropriate person.
14. Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons, etc., and reporting where further action is necessary.
15. To ensure availability of adequate supplies of fuel, and materials to undertake the duties of the post.
16. Undertake site walks with the Health and Safety officer for submittal to the Health and Safety Committee.

Repair & Maintenance Duties

Undertake minor repair and maintenance work, including: -

1. **Carpentry** – refitting wipeboards and pinboards, replacing door and window furniture, easing doors, etc. **Plumbing** – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps, and potato sumps are kept clear and disinfected. **Electrical** – fitting of plug taps, replacing plug fuses, light tubes, bulbs and starters. **General** – minor plaster repairs, minor repairs to floor covering, touch up paintwork, removal of graffiti, replacing fixtures and fittings e.g., toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.
2. To undertake limited grounds maintenance duties which are not included in the Council's grounds maintenance contract specification including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day-to-day basis. The general litter/glass etc. clearance from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.
3. To ensure an adequate stock of essential items e.g. nuts, bolts, washers, etc.

Cleaning Duties

1. Cleaning of school signs, nameboards and directional signs.
2. Undertake cleaning of areas specified by the cleaning organisation without encroaching on allocated time required for janitorial, monitoring and handyperson duties.
3. Cleaning of windows.

Monitoring

Checking of all cleaning work undertaken by school cleaners. Complete all necessary paperwork associated with this activity identifying where necessary any contravention of the specification requirements.

Miscellaneous

1. Carry out procedures in the event of emergencies and provide assistance with general enquiries relating to the use of the site
2. To undertake all necessary training required by the Council.
3. To undertake work during school holidays as defined by the Head Teacher.
4. To keep paths, steps, walkways, etc., free of snow and ice, using and ordering salt and grit as necessary.
5. To undertake all necessary training required by the Council.
6. Any other duties and responsibilities within the range of the salary 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.

Relevant medical clearance will be required.

Confidentiality must be maintained at all times. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Exempt under the terms of Rehabilitation of Offenders Act 1974.

Appointment subject to satisfactory clearance of police records by the Disclosure and Barring Service and satisfactory references.

Responsible to: Head Teacher, Business Manager and Senior SSO

Date Reviewed: December 2021