**Job Description for Site Services Officer at Baginton Fields School**

**Baginton Fields School is committed to safeguarding children and promoting children’s welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

**All employees must remain vigilant to ensure the safeguarding and child protection of students on roll and adhere to the requirements of *Keeping Children Safe in Education (DfE 2021)* and the *Policy for Safeguarding and Child Protection 2021-22.***

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| Post title | |  | | --- | | **Site Services Officer** | |
| Pay grade | Grade 4  37 hours per week, 6.00am to 10.00am 3.00pm to 6.30pm Monday to Friday |
| Key External Contacts | * Parents and families * The wider school community * Colleagues in local schools * Contractors |
| Key Internal Contacts | * Teachers based at the school * Support staff based at the school * Medical staff * Governors * Escorts and Drivers |
| Responsible to | * School Business Manager |

Members of the staff team at Baginton Fields are appointed to serve the school community as a whole and must therefore be prepared to support all students. Individual staff are allocated to a specific Key Stage and class group but retain responsibility for the safety and welfare of all students.

All staff are required to uphold the school vision of:

**“Dedicated to delivering inspirational learning experiences.”**

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| **Purpose of the role** |
| |  | | --- | | * To be responsible for all site service activities, including janitorial, maintenance and monitoring duties and to ensure that the site is safe, well maintained, attractive and a suitable environment for all of the education and community activities. * Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from the School Business Manager. | |
| **Responsibilities** |
| |  | | --- | | **A duty to comply with the school’s Code of Conduct, Child Protection and Safeguarding policies and practices** |  |  |  |  | | --- | --- | --- | | |  | | --- | | ***Janitorial:***  * Responsible for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms. * Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins. * Ensure necessary steps and precautions are taken to prevent delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking. * Responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the School Business Manager on behalf of the School Governing Body. 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. Responsible for signing job completion and customer satisfaction notes, as required by the school. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates. * Inspect the school perimeter all play areas and equipment and remove any dangerous materials or objects daily and, as necessary, to ensure the safety of users and report where action is needed. Check PE equipment and moving it when necessary. * Deal with instructions received regarding lettings, preparing for these activities and cleaning up at the end of the letting. * 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. * Responsible for the operation of the heating plant, maintaining required temperatures and the availability of an adequate supply of hot water. Report any deficiencies as appropriate. * Order, move, light, refuel and arrange return of temporary heaters as necessary. * Carry out routine checks to identify faulty ancillary equipment, including water boilers, cookers, electric irons, etc. reporting where further action is necessary. * Ensure availability of adequate supplies of materials to undertake the duties of the post. * Be a member of the Health & Safety Sub-Committee/Working Group and attend termly meetings on site  ***Handyperson Duties:***  * Undertake minor repairs and maintenance work including: * Carpentry – refitting shelving, whiteboards and pin boards, replacing door and window furniture easing doors, etc. * Painting – internal decoration of the school. * Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear. * Electrical – basic electrical repairs (not including mains circuitry), e.g. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters. * General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs. * Undertake limited grounds maintenance duties which are not included in the school’s grounds maintenance contract specification, taking equipment from, and returning it to, school stores as required. * Ensure an adequate stock of essential items, e.g. Hand tools, consumable items etc. and maintain these items.  ***Cleaning:***  * Undertake internal school cleaning as required, including using floor polishing and carpet cleaning machinery and cleaning windows, within the Health and Safety Policy. * Clean school signs, name boards and directional signs.   ***Pool:***   * Undertake maintenance of the swimming pool. Testing the water, cleaning the area daily.  ***Monitoring:***  * Supervise and direct all school cleaners, including completing relevant paper work, e.g. Cleaning schedules.  ***Gardening:***  * Undertake general gardening duties as and when required e.g. keep the sensory garden tidy, plant the tubs.  ***Miscellaneous:***  * Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site. * Undertake work during school holidays as defined and agreed beforehand * Keep paths, steps, walkways, etc. free of snow and ice using and ordering salt and grit as necessary. * Undertake all necessary training required by the role. * Share in Health and Safety inspections of the school site. * Move furniture and PE equipment, as required. * Record weekly meter readings for Gas, Water and Electricity.   Any other duties and responsibilities within the range of the salary grade.  **Other Professional Requirements**   * Undertake training as considered appropriate to the needs of the post * Undergo staff performance and review scheme interviews as part of continuing professional development. * Any other reasonable duties at the discretion of the Headteacher/Deputy Headteacher. | | **Responsible for: Cleaners** **Responsible to: School Business Manager** **Job Description Reviewed Date: July 2023** | | |