



**Walsgrave**  
Church of England Academy



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## **Job Description**

**Job Title:** Site Services Officer  
**Employment Status:** Permanent  
**Working hours:** Full Time – 37 hours  
**Working weeks:** All year round

**Responsible for:** Cleaning Team and supervision of Catering contract  
**Responsible to:** Head Teacher / Trust Premises Manager / Head of Estates

## **Job Purpose:**

To be responsible through the day-to-day direction of the Head Teacher/ Trust Premises Manager/ Head of Estates for all activities associated with Site Services Officer duties. Undertake work, as the nominated officer, and cleaning duties.

This post is based at Walsgrave CofE Academy within the Inspire Education Multi Academy Trust and the post holder may be expected to work at any of the academies under the Multi Academy Trust should the need arise.

## **Main Duties and Responsibilities**

- Responsible for ensuring the security of the building and grounds is properly maintained, 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 & police when required.
- Manage the site ensuring all grounds, buildings, fixtures and fittings are appropriately maintained in accordance with the agreed priorities.
- Ensure fire safety measures are in place and carry out weekly fire alarm checks.
- Ensure all compliance activities are completed as per the Planned Preventative Maintenance (PPM) schedule and all relevant documentation is retained and available.
- Ensure all electrical equipment is safe & lights are turned off.
- Maintain an up to date knowledge of Health & Safety regulations, fire safety regulations & emergency procedures.
- Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins.
- Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs materials
- Undertake ground maintenance duties, including setting up events, storing equipment etc.
- Keep paths, steps, walkways free of snow and ice using & ordering salt & grit as necessary.
- Ensure necessary steps and precautions are taken to allow access whilst preventing delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking.



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- Responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the Head Teacher/ Trust Premises Manager/ Head of Estates on behalf of the Academy Local Governing Committee. All purchasing to be approved by the Premises Manager/ Head of Estates in advance of ordering, to ensure purchasing is in line with Audit requirements.
- 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 Trust Premises Manager/ Head of Estates.
- Responsible for signing job completion and customer satisfaction notes, as required by the Trust. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates.
- Inspect 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 move equipment as directed 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 Building Management System, heating plant, maintaining required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Premises Manager and appropriate authorities/departments. Take weekly meter readings for electricity, water and Oil (as required).
- Ensure an adequate stock of heating oil and ensure either a standing order is placed with the supplier or an activity is set on the CAFM system as a reminder to place an order.
- Engage with Sustainability initiatives across your site, working with the Trust Premises Manager/ Head of Estates to reduce the use of natural resources and promote a sustainable environment, including monitoring and recording the use of utilities and natural resources.
- Order, move, light, refuel and arrange return of temporary heaters as necessary
- Carry out routine checks to identify faulty ancillary equipment reporting where further action is necessary.
- Ensure availability of adequate supplies of fuel and materials to undertake the duties of the post.
- Undertake site walks with the Trust Premises Manager/ Head of Estates for submittal to the H&S Committee.
- Be responsible for the development of systems and practices across your site to create a modern, smarter working environment and an efficient, effective, high quality premises service
- Carry out all training, professional development and performance reviews as necessary

## **Other Duties**

Repairs & Maintenance Duties



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- Undertake minor repairs and maintenance work including:
- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture easing doors, etc.
- Painting – on going up keep & liaising with the Trust Premises Manager regarding a set programme for the internal & external 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), eg. Fitting plugs to equipment, replacing fuses, fitting lamps, tubes and starters.
- General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, eg. Toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
- Cleaning – cleaning of outside areas, internal & external windows/ glassed areas, halls, corridors, staff toilets and wherever else directed by the head teacher or Trust Premises Manager. Clean school signs, name boards and directional signs.
- Utilise, monitor and manage the Trusts Computer Aided Facilities Management (CAFM) system.
- Undertake limited grounds maintenance duties which are not included in the schools grounds maintenance contract specification, including the setting up of netball / football posts, taking equipment from, and returning it to, school stores as required.
- Ensure an adequate stock of essential items, eg. Nuts, bolts, washers, etc. and maintain these items.
- Assist the development and implementation of the Trusts minor works and Capital estate development programmes, including the procurement and implementation of sub-contracts with external specialist companies.

#### Monitoring

- Supervise the Trusts Soft FM Contracts within your domain, e.g. cleaning and catering, service and maintenance etc. and ensure that their delivery is in-line with the Service Level Agreements, Key Performance Indicators and the expectations of the Trust.
- Supervise and direct all school cleaners making sure a good standard of cleaning is maintained, including completing relevant paper work, eg. Timesheets. Ensure that all cleaning equipment is good working order and fit for purpose e.g. clean all vacuum cleaners on a weekly basis.

#### 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 by the Head Teacher/ or Trust Premises Manager/Head of Estates
- Undertake all necessary training to ensure an up to date working knowledge
- Any other duties and responsibilities within the range of the salary grade



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## Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

## Other

- Carries out any other duties as directed by the Head of Estates that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate

<b>PERSON SPECIFICATION – Site Services Officer Walsgrave Academy</b>		<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Basic literacy & numeracy ability	✓	
<b>Experience</b>	Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.	✓	
	Full clean driving licence	✓	
<b>Skills and Knowledge</b>	Repairs and Maintenance work / duties as detailed in the job description.	✓	
	General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills	✓	
	Health and Safety & ability to support Risk Management procedures	✓	
	To be approachable, friendly & able to communicate effectively as a member of Walsgrave CofE Academy staff with all stakeholders.	✓	
	Be able to work on own initiative, subject to general & specific direction of the Head Teacher, Trust Premises Manager, Head of Estates	✓	
	Ability to undertake daily, weekly & monthly premises checks and maintain the building management records file and CAFM system	✓	



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	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 recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning.	✓	
	Able to move equipment/objects, clear sites, and undertake general manual tasks.	✓	
	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 repairs/cleaning is required and is not to the standard expected.	✓	
	Able to work with the cleaning team to ensure that cleaning standard is maintained and equipment is maintained and stores appropriately.	✓	
	Able to assimilate information re equipment and the need to operate it, such as cleaning equipment.	✓	
<b>Personal Qualities</b>	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Must be willing to be flexible.	✓	
	Must be willing to become involved in the life of the school.	✓	
	Must be willing to attend on alarm call outs.	✓	
	Must be willing to work in a multi-cultural setting.	✓	
	Must be willing to recognise the importance of confidentiality.	✓	
	Must be sympathetic to the community use of premises.	✓	
	Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.	✓	



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<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

<b>CORE COMPETENCIES</b>
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values of Wisdom, Hope, Community and Dignity
Embraces the vision "Educating for Life in All its Fullness" and devotedly helps all students achieve this