

# Site Services Officer

## Job Description

### Grade 4

**Hours of Work:** 37 hours per week, working all year round Monday to Friday with occasional week-end work. Split shifts are required to accommodate locking and unlocking the school

**Line Manager:** Premises Manager

**Job Summary:** Under the direction of the Premises Manager ensure that the premises and grounds are maintained to a high standard in order to provide a clean, safe, secure, attractive and purposeful working environment.

### Maintenance and Development of Site

- Ensure the school site and buildings are maintained to a satisfactory standard.
- Ensure all electrical equipment is safe and lights are turned off.
- Regularly assist with litter picking the site and emptying the bins.
- Ensure that the site is free of fallen leaves, snow and ice and that the grounds are covered with salt and grit, as and when needed.
- As and when required, undertake hygiene tasks.
- Carry out janitorial duties including setting up and clearing away for assemblies, masses etc.
- Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs material.
- Monitor external works and arrange for follow up works, as necessary.
- Monitor the cleaning and grounds external contractors, to ensure the level of service specified in their contracts is maintained.

- Ensure maintenance work is carried out satisfactorily at appropriate times, to meet relevant health and safety legislation.
- Take delivery of materials and equipment, ensuring the correct distribution and storage within the school.
- Monitor that the premises are heated to the required standard.
- Keep accurate records of health and safety tests such as fire alarms, emergency lighting, water checks etc., as well as meter readings.

### Repairs and Maintenance Duties

- Undertake minor repairs and maintenance work including:
- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture and easing doors, etc.
- Painting – liaising with the Premises Manager regarding a set programme for the internal and external decoration of the school etc.



- 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 etc.
- Electrical – basic electrical repairs (not including mains circuitry), e.g. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters etc.
- 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 minor glazing repairs etc.

### **Health and Safety**

- Under supervision ensure that the school adheres to Health and Safety regulations.
- Undertake first aid training and thereafter provide first aid as required.

### **Site Security and Emergencies**

- To be responsible for the security of the building and grounds, including routine and non-routine opening and closing of the premises and setting of alarms.
- Ensure access at designated times, key holder responsibility (including emergency call-outs).
- Liaise with emergency services and police, when required.
- Ensure fire safety measures are in place and carry out fire alarm checks.
- Have a hands-on approach to emergency repairs.

### **Lettings duties**

- On a rota to unlock and lock the school site for lettings and school based activities on weekends to cover holiday and sickness absence .
- Liaise with students, community users, parents and other visitors to provide information and assistance and to bring to the attention of the School Business Manager

and Premises Manager any letting issues.

**Particular Note:** This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed.



# Site Services Officer

## Person Specification

### Essential

#### Knowledge

#### Skills and Abilities

- To support the distinctive ethos of this Catholic school.
- Liaise and communicate effectively with other staff in respect of duties to be performed and deadlines to be met.
- Liaise and communicate effectively with students/site users/parents in a friendly manner.
- To prioritise own workload and meet deadlines/targets as necessary.
- To undertake improvements and repairs to the site, in order to meet the changing needs of the school.
- Able to undertake general tasks not requiring skilled trade qualifications, e.g. plumbing, basic electric, building, plastering, painting, gardening, carpentry and glazing.
- To undertake janitorial duties as required e.g. lifting and carrying etc.

#### Experience

- Background in a trade/industry or school environment, which covers being a craftsperson, machinist, labourer or similar level.

### Desirable

#### Knowledge

- An understanding of relevant legislation in relation to the post, such as health and safety and premises related legislation.
- An understanding of janitorial requirements of a school site.

#### Skills and Abilities

#### Experience

- Previous site experience.
- Health and safety requirements.



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## Essential

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### Education

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- Basic literacy, numeracy and ICT ability.
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### Special Requirements

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- 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 lift/move objects or undertake hygiene tasks such as cleaning.

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## Desirable

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### Education

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### Special Requirements

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- Ability to drive the school's minibus.
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