

Job Description Site Services Officer

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Facilities Manager
Grade	4
Hours	Full time, a flexible approach to working hours is required
Location	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

To help and ensure the smooth running and maintenance of the school by performing daily operational duties comprising janitorial, cleaning and maintenance tasks, providing support to other departments and liaising with contractors on site, overseeing their work and safety.

Duties and responsibilities

On-site coordination

- Ensure acceptable standards of work are completed, prioritising work, liaising with other site services personnel and other departments to ensure that duties are completed.
- Ensure site security and safety during school opening hours.
- Liaise with contractors, site management, teaching staff and other site support staff.
- Complete audits and site inspections and complete reports.
- Communicate effectively with the use of e-mailing and completion of site forms.

Janitorial

- Responsible for the building and site security including unlocking and locking of the site, setting of alarms and responding to out-of hours call out.
- Ensuring the tidiness and safety of the site, including litter picking, rubbish removal and clearing of leaves. Checking the safety of play areas and school equipment and the removal of dangerous material and objects.
- Provide access for site visitors and oversee the safety of staff, visitors and contractors.
- Daily setting out of furniture to support the school operations and lettings functions.
- Reporting, carrying out and progressing repairs and other maintenance related work.
- Checking the quality of contractor work and signing off contractor visit reports.
- Dealing with school letting requests, complaints and preparing after lettings reports.
- Receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Movement of furniture and equipment within the school.
- Clearing of snow and gritting of pathways.

Handyperson Duties

- Undertake minor building repairs and maintenance work.
- Carpentry – Fitting white board and notice boards, replacing door and window furniture.
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets.
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings, assembly of furniture and shelf fitting, fence and path repairs, temporary glazing repairs.
- Identification and sourcing of spare parts and materials for ordering.
- Ensure adequate stock of spare parts hardware and materiel.
- Minor grounds maintenance, assist with setting up of portable facilities, collecting broken glass and clearing leaves and litter from gullies.

Cleaning Duties

- Assisting the school cleaning team and cleaning supervisor when necessary with carrying out their duties.
- Tidying of rooms and emptying of bins following after school activities and lettings.
- Emptying of external bins.
- Collection of recycling.
- Removal of graffiti.
- Cleaning the School minibus

Monitoring

- Carrying out internal and external school inspections and audits for condition and safety.
- Completion of statutory inspections, testing and recording.
- Contractor's safe working and satisfactory completion of contractors work.

Any other duties

- Assist with emergency procedures.
- Provide assistance with general enquiries relating to the site.
- Carry out project works during school holidays as instructed by school management.
- Any other site support duties that are in line with the job purpose and grade.

Line management

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Site Services Officer are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Natalie Rock, Headteacher

Date: January 2022