



Job Description

Job Title:	Site Services Officer
Location:	Coventry Alternative Provision Academy The Herald, Watcombe Road CV2 1DJ AND Wyken Assessment Centre, Axholme Road CV2 5BD
Salary Band:	Grade 4 point 6 – 14, £25,989 - £29,540 per annum
Contract:	Permanent, Full-time, 37 hours per week, Monday to Friday
Line Manager:	Business & Finance Manager

Role Purpose:

Under the day to day supervision and direction of the leadership team, carry out duties at Coventry Alternative Provision Academy (CAPA) including janitorial, maintenance and monitoring duties and to ensure that the CAPA Centre sites are safe, well-maintained, attractive and a suitable environment for the activities taking place. To drive the school minibus to collect and drop off students.

Main duties and responsibilities:

Maintenance Duties

- Undertake minor repair and maintenance work, including:
 - Carpentry – e.g. refitting pin boards and coat hooks, replacing door and window furniture, easing doors, etc.
 - Plumbing – e.g. 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 – e.g. fitting of plug tops, replacing plug fuses, light tubes, lamps and starters.
 - General – e.g. minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings (e.g. toilet tissue holders, paper towel holders, brackets, shelves, cupboards), plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.

- Decorating - to carry out repairs prior to decorating and redecorate areas as required.
- Undertake limited grounds maintenance duties such as setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. General clearance of litter, glass, etc.

Janitorial Duties

- Report all repairs and maintenance needs outside of this job description, to the appropriate colleagues/services.
- Ensure that contractors on site do not cause a health and safety hazard or damage to school property in any way and report any matters of concern or non-compliance with contract specification to the Leadership Team and Business Manager.
- To be responsible for signing job completion/customer satisfaction notes as required.
- Removal of any dangerous materials or objects as necessary to ensure the safety of users, reporting where action is needed.
- Take delivery of site stores, materials and equipment, ensuring correct distribution and storage CAPA, and the movement of furniture and equipment within CAPA as required.
- Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons etc, and reporting where further action is necessary.

Cleaning

- Oversee cleaners, ensuring high quality service.
- Cleaning of signs, name boards and directional signs.
- Cleaning of all internal windows, doors panels and screens, and cleaning of all ground floor windows externally as may be required from time to time.
- Sanitising of all removable carpets/rugs.

Monitoring

- To carry out and document all Fire Service and Health & Safety inspections and tests in line with the relevant policies.
- Ensure all taps and toilets are ran and flushed in accordance with Water Hygiene regulations.
- To carry out and document all checks

- To record inspections, services and checks on the management information system

Miscellaneous

- Be responsible for the security of the buildings and site including routine and non-routine opening and closing of the premises, setting of the alarms and call-out.
- Carry out agreed procedures in the event of emergencies, and provide assistance in dealing with general enquiries relating to the use of the site.
- To undertake work during school holidays as defined by the leadership team and by negotiation, provide cover for SSOs at other CAPA sites.
- To keep paths, steps, walkways, etc. free of snow and ice, using salt and grit as necessary.
- To undertake all necessary training required.
- To drive the minibus to transport students
- To assist in any other duties appropriate to the grade and range of the post that may be required by the leadership team.
- To be responsible and accountable for carrying out the duties of the post with due regard to relevant policies and where applicable in line with the equal opportunities policy, health and safety law and the protection of children regulations.
- Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher, Deputy Head or the incumbent of the post.