



Coventry City Council

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Site Services Officer	<b>Job Number:</b>	L3032D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 4
<b>Location:</b>			

**Job Purpose:**

To be responsible, through the day-to-day direction of the School Business Manager and Head Teacher, for all activities associated with janitor and handy person duties. Undertake maintenance work, as the nominated officer, statutory compliance and cleaning duties where required.

**Main Duties and Responsibilities:**Janitor

1. Responsible for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms.
2. Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins.
3. 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.
4. Responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the Head Teacher 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 to the Head Teacher on behalf of the School Governing Body. Responsible for signing job completion and customer satisfaction notes, as required by the Council. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates.
5. 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 moving it when necessary.

6. Be responsible for undertaking or organising all statutory inspections including, but not limited to, daily checks, fire extinguishers, emergency lighting, fire escapes, testing of the fire alarm, water checks and flushing.
7. Deal with instructions received regarding lettings, preparing for these activities and cleaning up at the end of the letting.
8. 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.
9. Responsible for the operation of the heating plant, maintaining required temperatures and the availability of an adequate supply of heating and hot water. Report any deficiencies to the SBM/Head Teacher and appropriate authorities/departments.
10. Order, move, light, refuel and arrange return of temporary heaters as necessary.
11. Carry out routine checks to identify faulty ancillary equipment, including water boilers, cookers, electric irons, etc. reporting where further action is necessary.
12. Ensure availability of adequate supplies of fuel and materials to undertake the duties of the post.
13. Be a member of the Health and Safety Sub-Committee/Working Group where appropriate.

#### Handyperson Duties

14. Undertake minor repairs and maintenance work including:
  - Carpentry – refitting blackboards, whiteboards and pin boards, replacing door and window furniture easing doors, etc.
  - Painting – liaising with the SBM/Head Teacher regarding a set programme for the internal decoration of the school.
  - Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring internal and external drain channels and grease traps are kept clear.
  - Electrical – basic electrical repairs (not including mains circuitry), eg. 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, eg. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
15. Undertake limited grounds maintenance duties which are not included in any Council's grounds maintenance contract specification, including the setting up of netball posts, taking equipment from, and returning it to, school stores as required.
16. Ensure an adequate stock of essential items, eg. nuts, bolts, washers, tools and equipment etc. and maintain these items.

### Cleaning

17. Undertake internal school cleaning as required, including internal cleaning of windows and termly deep cleaning of floors, within the Health and Safety Policy.
18. Clean school signs, name boards and directional signs.

### Monitoring

19. Supervise and direct all school cleaners, either directly employed or contracted, including completing relevant paperwork, eg. timesheets.
20. Undertake appropriate work as the nominated officer.

### Gardening

21. Undertake general gardening duties as and when required, including mowing, pruning of bushes, leaf collection, composting, and weeding in and around the school site.

### Miscellaneous

22. Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
22. Undertake work during school holidays as defined by the SBM/Head Teacher.
23. Keep paths, steps, walkways, etc. free of snow and ice using and ordering salt and grit as necessary.
24. Maintain the Schools Asset Register, adding and removing items as necessary.
25. Conduct annual/bi-annual portable appliance testing and keep appropriate records.
26. Undertake all necessary training required by the Council.
27. Share in Health and Safety inspections of the school site in association with the Head Teacher.
28. Move furniture and PE equipment, as required.
29. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Reviewed:**

**Updated:**



Coventry City Council

## Person Specification

<b>Job Title:</b>	Site Services Officer	<b>Job Number:</b>	L3032D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 4
<b>Location:</b>			

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills.</li><li>• Health and Safety issues.</li><li>• Janitorial issues in accordance with Health and Safety considerations and emergencies.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met.</li><li>• Numeracy skills to check stock levels, deliveries and measure areas.</li><li>• Cash handling skills to undertake basic shopping for materials.</li><li>• Able to complete forms, read instructions, write basic reports/messages for the Head Teacher.</li><li>• Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments.</li><li>• Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning.</li><li>• Able to move equipment/objects, clear sites, and undertake general manual tasks.</li><li>• Able to undertake general tasks not requiring skilled trade qualifications, eg. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing.</li><li>• Able to identify areas where repairs/cleaning is required and is not to the standard expected.</li><li>• Able to assimilate information re equipment and the need to operate it, such as cleaning equipment.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.</li> </ul>
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<b>Educational:</b>	
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• Must be willing to be flexible.</li> <li>• Must be willing to become involved in the life of the school.</li> <li>• Must be willing to attend on alarm call outs.</li> <li>• Must be willing to work in a multi-cultural setting.</li> <li>• Must be willing to recognise the importance of confidentiality.</li> <li>• Must be sympathetic to the community use of premises.</li> <li>• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.</li> </ul>
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**Reviewed:**

**Updated:**