**Job Purpose:**

To be responsible through the day-to-day direction of the Site Services Manager and Business Manager for all activities associated with Site Services duties. To deputise for the Site Services Manager in his absence and undertake the Site Services Manager’s duties as set out in the Site Services Manager job description as directed by the School Business and Headteacher.

**Main Duties and Responsibilities:**

Miscellaneous Routine Work

This may include:-

* Meeting with the School Business and Site Service Manager
* Check Job requests and clear
* Check and replace lighting
* Move occasional furniture
* Keeping school tools in good working order and appearance, storing them safely.
* Clean and flush through drains if and when required, including unblocking
* Work with the Site Service Manager to ensure that all flooring, school furniture and the windows of the school are cleaned on a regular basis
* Undertake general gardening/cleaning duties and upkeep of outdoor areas
* Keep school free of litter, leaves and general detritus
* Work alongside the cleaning team as required to achieve high levels and cleanliness and hygiene throughout the school

##### Assistant Site Services Officer Duties

* Carpentry – generic
* Painting – liaising with the Site Services Manager regarding a set programme for the internal decoration of the school and maintenance of the building and equipment within it.
* Plumbing – basic generic
* Outdoor work – maintenance of courtyards, set outdoor areas (forest school, allotment, nature area – not including major works), ensuring cleanliness of pathways, playgrounds, car parks etc including gritting where required.

And such duties as are within the scope of the job purpose, the title of the post, and its grading.

Deputising for the Site Service Manager – Cover the Site Service Manager when he/she is taking annual leave or approved absences and sickness.

In the absence of the Site Service Manager be responsible for

* The security of the building and the grounds including routine opening of the premises and setting of alarms
* Carry out duties as directed by the School Business Manager and Headteacher in line with the responsibility of deputising for the Site Service Manager.

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:** N/A

**Responsible to:** Site Services Manager