

Senior Site Services Officer (Grade 5)

Required as soon as possible





Ernesford Grange Community Academy is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

Our vision is to achieve excellence for all with a mission to work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff. Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve. Staff CPD is a key component of our continued improvement in high quality teaching and learning and we invest heavily in this aspect of school life

Riverbank Academy is an outstanding school. Riverbank is co-located with Ernesford Grange Secondary school. Both schools run as one learning community with separate identities in a brand new, state of the art building.

Riverbank has embraced becoming a generic school catering for 164 students with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.

Our vision is for all students to make exceptional progress and to lead happy and fulfilled lives.

Senior Site Services Officer

This role plays a crucial part in the smooth running of both schools. Under the day to day supervision and direction of the MAT Facilities Manager and schools SLT you will support and directly supervise the site team in the provision of all site service activities.

This includes janitorial, cleaning, maintenance and monitoring duties and ensuring the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at on site and across other schools in the MAT as required.

Taking joint responsibility with the MAT Facilities Manager for the performance of the site team you will motivate the team to get the best out of each and every team member, carrying out and participating in annual reviews.

Why work at Ernesford Grange Community Academy & Riverbank Academy

The benefits of being a colleague within Sidney Stringer Multi Academy Trust are:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree Chromebooks for teaching staff and class sets for lessons
- Social committee with subsidised events
- Revision sessions paid for (Subject to minimum numbers)
- Occupational health and counselling support
- Cycle Scheme
- Free Flu jabs
- Long service awards
- Potential to work across more than one school/phase if appropriate

JOB DESCRIPTION – Senior Site Services Officer

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 5 (with an additional 14% shift allowance)

Hours: 37 hours per week / All Year Round – shift pattern

Early Shift: 05:45 - 13.45 (Mon-Thu); 05:45 - 13:15 (Fri)

Day Shift: 08:00 - 16:00 (Mon-Thu); 08:00 - 16:00 (Fri)

Late Shift: 13:45 – 21:45 (Mon-Thu); 13.45- 21:15 (Fri)

To be successful in this role you will need:

- To be enthusiastic and well-motivated
- A flexible attitude with the ability to use your own initiative

Job Purpose:

Under the day to day supervision and direction of the MAT Facilities Manager/ and SLT, to support and directly supervise the site team in the provision of site service activities, including janitorial, cleaning, maintenance and monitoring duties and to ensure that the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at the Academy and across other schools as required. Take joint responsibility with the Facilities Manager for the performance of the site team; motivating the team to get the best out of each and every team member, carrying out and participating in annual reviews.

Duties and Responsibilities:

- Contribute to the planning, development & organisation of systems & procedures
- Contribute to the overall ethos, work and aims of the department and school
- Assist with maintenance of a purposeful, orderly and productive working environment
- Deputise for the Facilities' Manager when required

Maintenance Duties

Take a proactive role with regard to day to day repairs, prioritising jobs and ensuring a fast response to all site defects.

- Undertake minor repair and maintenance work, including:
 - Carpentry - refitting blackboards and pin boards, replacing door and window furniture, easing doors, etc.
 - Plumbing - 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 - fitting of plug tops, replacing plug fuses, light tubes, lamps and starters.
 - General - 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, redecorate areas on a rolling rota as required.

- Undertake limited grounds maintenance duties which are not included in the Grounds Maintenance contract specification, 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. from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.
- Ensure that routine and preventative maintenance, repair, replacement and cleaning work is carried out.

General Duties

- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking and building maintenance, and to ensure that proper safety standards and requirements are applied, this includes basic tools and equipment keeping them in good order and repair.
- 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.
- Liaising with contractors on site as requested by the Facilities Manager to meet contractors on site and aid them to carry out their work in a safe and practical manner.
- Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible, preventing trespass and unauthorised parking.
- Responsible for reporting all repairs and maintenance needs outside of this job description, to the MAT Facilities Manager, to 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 MAT Facilities 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 within the school, and the movement of furniture and equipment within the school as required.
- Be responsible for the operation of the heating and hot water plant reporting any problems to the MAT Facilities Manager and ensuring call out for contractors are made in a timely manner.
- Monitor and operate BMS system.
- Produce and maintain asset register for services across site.
- Carry out and document all Fire Service and Health & Safety inspections tests, in line with the Multi Academy Trust and other relevant policies. Ensure all taps and toilets are run and flushed in accordance with Water Hygiene regulations.
- Produce and update risk assessments for site related duties across site.
- Produce/review/update all H/S and COSHH data sheets for chemicals used over site.
- Undertake classroom checks for site filling report sheets for each.
- Manage non-compliance material returns, Quality Assure reports and receiving reports resolving any issues quickly and efficiently.
- To assist with emergencies outside normal hours

Supervision

- Be responsible for the day to day supervision, and motivation of site service officers.
- Ensure that work is effectively communicated and delegated to staff to maintain a smooth running and effective SSO service.
- Delegate and prioritise jobs in an effective manner to site service officers.
- Monitor and manage job ticketing system for team.
- Contribute to annual, appraisals for SSOs
- Ensure completion of team CPD and statutory training.
- Lead on mentoring for apprentices.

Cleaning

- Cleaning of school 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.
- Support the cleaning of accidents and emergencies as required.
- Ensure cleaning supplies are well stocked
- Help support cleaning supervisor and cleaning team in ensuring they are carrying out required tasks to a good standard

Miscellaneous

- 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 Head Teacher, MAT Facilities Manager and/or SLT, and by negotiation, provide shift cover for SSOs including those at other MAT sites, in the instance of absences.
- To keep paths, steps, walkways, etc. free of snow and ice, using salt and grit as necessary.
- To undertake all necessary training required.
- To attend health and safety meetings as scheduled and site meetings/inspections with the MAT Facilities Manager.
- To assist in any other duties appropriate to the grade and range of the post that may be required by the Head Teacher, MAT Facilities Manager or SLT.
- To be responsible and accountable for carrying out the duties of the post with due regard to the MATs 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)
- To advise the Facilities Manager on issues relating to Health and Safety matters which he/she considers requires attention and to ensure swift action is taken prior to reporting anything dangerous.
- Support Facilities manager in meeting contractors for site meetings.
- To ensure all relevant Health and Safety rules and regulations are complied with
- To report any contravention of Health and Safety regulations by contractors working on the site that could be detrimental to any persons on site
- To assist with the operation of the lettings system. You will be expected to partake in evening / weekend lettings / duties when required
- To assist in the preparation of premises for school events

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

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 omissions (failure to act). Full guidance regarding health and safety is set out in the Academy'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 must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. 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 Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

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 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: S Mills (December 2022)

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	FOR OFFICE USE ONLY
Knowledge	<ul style="list-style-type: none"> ● Health and Safety issues ● Appropriate use and operation of general hand tools ● Requirements of statutory testing 	
Skills and Abilities	<ul style="list-style-type: none"> ● Effective communication skills in order to liaise effectively with colleagues, students, parents, visitors and external agencies (in person or by telephone), maintaining confidentiality ● Use of literacy skills to complete forms, read instructions, and to write basic reports and messages ● Use of numeracy skills to undertake tasks such as stocktaking, checking delivery quantities, measuring areas ● Cash handling skills to undertake shopping for materials if required ● Ability to understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information ● Follow recognised/agreed procedures and regulations in respect of all duties performed, particularly with regard to health and safety requirements ● Operate tools and machinery relevant to the post, undertaking training where required ● Move equipment and furniture, clear sites, and undertake general manual tasks, which may include lifting heavy or awkward items ● Undertake minor handyman tasks which do not require a skilled tradesperson, e.g. minor plumbing, electrical, building/plastering, decorating, carpentry and glazing works ● Identify areas where repairs or cleaning are required and take appropriate corrective action with due regard to hygiene procedures ● Work in a supportive team environment, being part of the life of the school, and working with staff and students in a multicultural setting ● Receive and respond positively to instructions from supervisors, or requests from school staff, and lettings. ● Work without constant direct supervision, prioritising site service workloads to meet specified deadlines and, when required, assisting team members in meeting their targets through a flexible and adaptable approach ● Work safely and with initiative under time pressure ● Provide cover for SSO colleagues on leave, including working shifts to cover community use if required ● Provide cover across the schools of the Multi Academy Trust as may be required from time to time ● Take an active lead, and support and encourage Site Service staff to carry out works in a timely fashion 	
Educational Achievements	<ul style="list-style-type: none"> ● Sufficient standard of literacy (English) and numeracy (Maths) to undertake the duties of the post confidently and competently 	

Experience	<ul style="list-style-type: none">● Working in a busy school or industrial environment (or similar)● Craftsperson or proven skills in one or more areas related to maintenance● Statutory testing requirements● Being a key holder/first point of contact for a large site● Working in an environment of equal opportunities● Leading a small team● Prioritising and delegating jobs	
Special Requirements	<ul style="list-style-type: none">● A valid UK Drivers licence● This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS check with Barred List Check will be required prior to appointment	

Senior Site Service Officer

Required as soon as possible

Grade	5 - £24,496 to £30,151 per year – plus shift allowance
Working hours	37 hours per week – 3 shift pattern All year Round

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

If you would like further information or to discuss the post in more detail then please contact **Daniel Everitt, MAT Facilities Manager** – deveritt.staff@sidneystingeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:
www.sidneystingertrust.org.uk

Please return completed application forms to the recruitment team – recruitment@egacademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.
Closing date: **31st January 2023 at noon**

Interview date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.