



Coventry City Council

## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Assistant Site Services Officer	<b>Job Number:</b>	L3267D
<b>Directorate:</b>	People	<b>Post Number:</b>	1036349
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Coundon Primary School		

### Job Purpose:

To work under the direction of the Site Service Officer assisting with all activities associated with janitor and handy person duties.

### Main Duties and Responsibilities:

#### Janitor

1. In the absence of the Site Services Officer, have responsibility for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms.
2. Assist with ensuring 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. Carry out minor repairs and statutory checks under the direction of the Site Services Officer.
5. Assist with taking 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.
6. Assist with routine checks to identify faulty ancillary equipment, including water boilers, cookers, electric irons, etc. reporting where further action is necessary.

#### Handyperson Duties

7. 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 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 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.
8. Assist with limited grounds maintenance duties which are not included in the Council's grounds maintenance contract specification, including the setting up of netball posts, taking equipment from, and returning it to, school stores as required.

### Cleaning

9. Assist with internal school cleaning as required, including cleaning windows, within the Health and Safety Policy.
10. Clean school signs, name boards and directional signs as directed.

### Gardening

11. Undertake general gardening duties as and when required.

### Miscellaneous

12. Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
13. Keep paths, steps, walkways, etc. free of snow and ice using and ordering salt and grit as necessary.
14. Be flexible with work timings to coincide with needs of the school
15. Undertake all necessary training required by the Council.
16. Move furniture and PE equipment, as required.
16. 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 to:** Site Services Officer

**Updated:** October 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Assistant Site Services Officer	<b>Job Number:</b>	L3267D
<b>Directorate:</b>	People	<b>Post Number:</b>	1036349
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Coundon Primary School		

<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 knowledge.</li> <li>• Janitorial knowledge 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.</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> <li>• Hold a current clean driving licence.</li> <li>• Be flexible if hours need adapting to complete certain jobs.</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 would be an advantage.</li></ul>
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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 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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**Updated:** October 2021