



JOB DESCRIPTION

Post:	Site Services Officer
Salary Level:	G4 - 37 hours per week, full-time, all year round
Responsible to:	Site Manager
Job Purpose:	To be responsible for all site service activities, including janitorial, maintenance and monitoring duties and to ensure that the site is safe, well maintained, attractive and a suitable environment for all of the education and community activities.

Description of Duties and Responsibilities:

1. To be responsible for the security of the buildings and grounds including routine and non routine opening of the premises and setting of alarms.
2. To ensure that the whole site is kept free of all litter and rubbish including fallen leaves using appropriate machinery.
3. To be proactive in identifying and addressing minor repairs and maintenance issues around the site and buildings and to report any major problems to the Site Manager.
4. To be aware of Health & Safety legislation concerning all site issues and to report any contravention of Health & Safety Regulations to the Operations Manager.
5. To undertake Risk Assessments of new procedures when required.
6. To be responsible for the movement of furniture and equipment within the school as required including portage of parcels and catering.
7. To undertake appropriate procedures for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Site Manager.
8. To drive the School Minibus for transportation of students and equipment as required and undertake defensive driving course as designated by the School policy (Defensive driving courses will be arranged and paid for by the School).
9. To undertake repair and maintenance work including:
 - a. **Carpentry** – fitting white boards, pin boards and benching, replacing door and window furniture, easing doors, fencing etc.



- b. **Plumbing** – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing block toilets, ensuring drains, channels, grease traps and sink traps are kept clear and disinfected.
 - c. **Electrical** – fitting off plug tops, replacing plug fuses, light tubes, bulbs and starters which are fitted on the exterior of the fittings.
 - d. **General** – minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings eg toilet roll holders, paper towel holders, brackets, shelves, cupboards plus minor repairs to fencing, paths, drives and hard surfaces, minor glazing repairs.
10. To undertake limited grounds maintenance duties which are not included in the grounds maintenance specification including, the general litter/glass etc clearance from all shrub borders, hedgerows, grass areas, courtyard, fields, gullies, adjacent walls, paths, drives and tennis courts.
11. Undertake internal/external decorating requirements as part of planned rolling programme.
12. To operate appropriate site machinery, power tools and hand tools as required.
13. To carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
14. To keep paths, steps, walk-ways etc free of snow and ice, and salt and grit as necessary.
15. To undertake all necessary training required by the School appropriate to the job.
16. To maintain the visual cleanliness of school signs, name boards and directional signs.
17. Ensure that officers and contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
18. To ensure that contractors on site do not cause a Health and Safety hazard or damage school property in any way and report any such matters to the site Foreman and the School Operations Manager.
19. Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
20. Take delivery of site stores and materials and equipment, ensuring correct distribution and storage within the school.



21. Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order
22. Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
23. Ensure that all necessary steps and precautions are taken to prevent driving over paths, grass or other unauthorised areas, where possible preventing trespass and unauthorised parking.
24. Willingness to be trained as a First Aider and provide First Aid cover as required.
25. Ensure chemical stores are kept in a clean manner and that chemicals are ordered and stored in a safe, secure and suitable manner. COSHH sheets should be kept and stored for all the Site Team to have access and are monitored regularly.
26. Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.
27. Carry out procedures in the event of any emergency

The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy,

Health and Safety Policy and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998. The post-holder should have knowledge of and compliance with all other relevant school policies and procedures.

The post-holder will participate in the school's performance management process as it is applied for all staff.

The post-holder will undertake training as required to fulfil the duties of the post.

The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.