



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Post:	Site Services Officer
Salary Level:	G4 – 27.5 hours per week, part-time, all year round
Responsible to:	Operations Manager
Job Purpose:	<p>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.</p> <p>To be responsible for the line management and supervision of Cleaners.</p>

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 Operations 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 follow instructions received regarding lettings, preparing for these activities and ensuring the letting is secure and ready for re-use.
- 7 To be responsible for the movement of furniture and equipment within the school as required including portage of parcels.





- 8 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 Operations Manager.
- 9 To drive the School Minibus for transportation of students and equipment.
- 10 To undertake repair and maintenance work including:
 - Carpentry** – fitting white boards, pin boards and benching, replacing door and window furniture, easing doors, fencing etc.
 - 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.
 - Electrical** – fitting off plug tops, replacing plug fuses, light tubes, bulbs and starters which are fitted on the exterior of the fittings.
 - 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.
- 11 To undertake limited grounds maintenance duties which are not included in the grounds maintenance specification including setting up portable sports facilities for play, taking equipment from and returning to school stores as required. The general litter/glass etc clearance from all shrub borders, hedgerows, grass areas, gullies, adjacent walls, paths, drives and tennis courts.
- 12 Undertake internal/external decorating requirements as part of planned rolling programme.
- 13 To operate appropriate site machinery, power tools and hand tools as required.
- 14 To carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
- 15 To keep paths, steps, walk-ways etc free of snow and ice, and salt and grit as necessary.
- 16 To undertake all necessary training required by the School appropriate to the job.





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- 17 To maintain the visual cleanliness of school signs, name boards and directional signs.
- 18 To line manage and supervise site services assistants.
- 19 To work alternative or additional hours and weekends, as agreed, if required (overtime payment or TOIL for approved additional hours).

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.

