



Job Description

Post Title: Assistant Site Services Officer

Grade: 4

Responsible to: Business Manager, Premises Manager

Job Purpose:

- To ensure that the school is a clean, healthy and a safe environment for all
- To ensure the good maintenance of site and premises
- To ensure that all services meet with legislative and best practice guidelines

Working Hours: The Site Services Officer will be expected to work the schedule required for the school to be available to meet its needs. This will include a shift pattern to include early, late and limited weekend work.

Maintenance and Development of Site

- Ensure the school site and buildings are maintained to a satisfactory standard.
- Ensure all electrical equipment is safe and lights are turned off.
- Regularly assist with litter picking the site and emptying the bins.
- Ensure that the site is free of fallen leaves, snow and ice and that the grounds are covered with salt and grit, as and when needed.
- As and when required, undertake hygiene tasks.
- Carry out janitorial duties including setting up and clearing away for assemblies, masses etc.
- Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs material.
- Monitor external works and arrange for follow up works, as necessary.
- Monitor the cleaning and grounds external contractors, to ensure the level of service specified in their contracts is maintained.
- Ensure maintenance work is carried out satisfactorily at appropriate times, to meet relevant health and safety legislation.
- Take delivery of materials and equipment, ensuring the correct distribution and storage within the school.
- Monitor that the premises are heated to the required standard.
- Keep accurate records of health and safety tests such as fire alarms, emergency lighting, water checks etc., as well as meter readings.

Repairs and Maintenance Duties

- Undertake minor repairs and maintenance work including:
- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture and easing doors, etc.
- Painting – liaising with the Business Manager regarding a set programme for the internal and external decoration of the school etc.
- 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 etc.
- Electrical – basic electrical repairs (not including mains circuitry), e.g. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters etc.
- General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and minor glazing repairs etc.



Health and Safety

- Under supervision ensure that the school adheres to Health and Safety regulations.
- Undertake first aid training and thereafter provide first aid as required.

Site Security and Emergencies

- To be responsible for the security of the building and grounds, including routine and non-routine opening and closing of the premises and setting of alarms.
- Ensure access at designated times, key holder responsibility (including emergency call-outs).
- Liaise with emergency services and police, when required.
- Ensure fire safety measures are in place and carry out fire alarm checks.
- Have a hands-on approach to emergency repairs.

Particular Note: This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed