



Inspire Education Trust – Clifford Bridge
Academy



Job Description

Vacancy Reference No:

Job Title: Site Services Officer

Job Number:

Organisation: Inspire Education Trust

Post Number:

Service: Premises

Grade: Grade 4
(£19,698 - £23,080pa)

Location: Clifford Bridge Academy

Specific:

This post is based at Clifford Bridge Academy within the Inspire Education Multi Academy Trust and the post holder may be expected to work at any of the academies under the Multi Academy Trust should the need arise.

Job Purpose:

To be responsible through the day-to-day direction of the Head Teacher/ Trust Premises Manager/ Estate Manager for all activities associated with Site Services Officer duties. Undertake work, as the nominated officer, and cleaning duties.

Main Duties and Responsibilities:

Whilst not an exhaustive list, the main duties of the post relating to your post are:

1. Responsible for ensuring the security of the building and grounds is properly maintained, including routine and non-routine opening of the premises and setting of alarms. Ensure access at designated times, key holder responsibility (including emergency call-outs). Liaise with Emergency Services Unit & police when required.
2. Manage the site ensuring all grounds, buildings, fixtures and fittings are appropriately maintained in accordance with the agreed priorities.
3. Ensure fire safety measures are in place and carry out weekly fire alarm checks.
4. Ensure all compliance activities are completed as per the Planned Preventative Maintenance (PPM) schedule and all relevant documentation is retained and available.
5. Ensure all electrical equipment is safe & lights are turned off.
6. Maintain an up to date knowledge of Health & Safety regulations, fire safety regulations & emergency procedures.
7. Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins.

8. Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs materials
9. Undertake ground maintenance duties, including setting up events, storing equipment etc.
10. Keep paths, steps, walkways free of snow and ice using & ordering salt & grit as necessary.
11. Ensure necessary steps and precautions are taken to allow access whilst preventing delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking.
12. Responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the Head Teacher/ Trust Premises Manager/ Estate Manager on behalf of the Academy Local Governing Committee. All purchasing to be approved by the Premises Manager/ Estate Manager in advance of ordering, to ensure purchasing is in line with Audit requirements.
13. Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Trust Premises Manager/ Estate Manager.
14. Responsible for signing job completion and customer satisfaction notes, as required by the Trust. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates.
15. Inspect all play areas and equipment and remove any dangerous materials or objects daily and, as necessary, to ensure the safety of users and report where action is needed. Check PE equipment and moving it when necessary.
16. Deal with instructions received regarding lettings, preparing for these activities and cleaning up at the end of the letting.
17. Take 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.
18. Responsible for the operation of the Building Management System, heating plant, maintaining required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Premises Manager and appropriate authorities/departments. Take weekly meter readings for electricity, water and Oil (as required).
19. Engage with Sustainability initiatives across your site, working with the Trust Premises Manager/ Estate Manager to reduce the use of natural resources and promote a sustainable environment, including monitoring and recording the use of utilities and natural resources.
20. Order, move, light, refuel and arrange return of temporary heaters as necessary.
21. Carry out routine checks to identify faulty ancillary equipment reporting where further action is necessary.
22. Ensure availability of adequate supplies of fuel and materials to undertake the duties of the post.
23. Undertake site walks with the Health and Safety office for submittal to the H&S Committee.
24. Be responsible for the development of systems and practices across your site to create a modern, smarter working environment and an efficient, effective, high quality premises service
25. Carry out professional development and performance reviews

26. Repairs & Maintenance Duties

Undertake minor repairs and maintenance work including:

- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture easing doors, etc.
- Painting – on going up keep & liaising with the Trust Premises Manager regarding a set programme for the internal & external 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.
- Cleaning – cleaning of outside areas, internal & external windows/ glassed areas, halls, corridors, staff toilets and wherever else directed by the head teacher or Trust Premises Manager. Clean school signs, name boards and directional signs.

- 21 Utilise, monitor and manage the Trusts Computer Aided Facilities Management (CAFM) system.
- 22 Undertake limited grounds maintenance duties which are not included in the schools grounds maintenance contract specification, including the setting up of netball / football posts, taking equipment from, and returning it to, school stores as required.
- 23 Ensure an adequate stock of essential items, eg. Nuts, bolts, washers, etc. and maintain these items.
- 24 Assist the development and implementation of the Trusts minor works and capital estate development programmes, including the procurement and implementation of sub-contracts with external specialist companies.

Monitoring

- 25 Supervise the Trusts Soft FM Contracts within your domain, e.g. cleaning and catering, service and maintenance etc. and ensure that their delivery is in-line with the Service Level Agreements, Key Performance Indicators and the expectations of the Trust.
- 26 Supervise and direct all school cleaners making sure a good standard of cleaning is maintained, including completing relevant paper work, eg. Timesheets. Ensure that all cleaning equipment is good working order and fit for purpose e.g. clean all vacuum cleaners on a weekly basis.

Miscellaneous

- 27 Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
- 28 Undertake work during school holidays as defined by the Head Teacher/ Business manager or Trust Snr. Premises Manager.
- 29 Undertake all necessary training to ensure an up to date working knowledge
- 30 Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the school'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 which has been adopted by the Trust.

Relevant medical clearance will be required.

Confidentiality must be maintained at all times. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Exempt under the terms of Rehabilitation of Offenders Act 1974.

Appointment subject to satisfactory clearance of police records by the Disclosure & Barring Service and satisfactory references.

Responsible for: Cleaning Team Contract

Responsible to: Head Teacher / Trust Premises Manager / Estate Manager

Reviewed: May 2016

Updated: February 2017

Person Specification

Job Title:	Site Services Officer	Job Number:	
Organisation:	Inspire Education Trust	Post Number:	
		Grade:	Grade 4
Location:	Clifford Bridge Academy		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> Repairs and Maintenance work / duties as detailed in the job description. General knowledge of cleaning activities, janitorial/security duties and basic handy person skills. Health and Safety & ability to support Risk Management procedures

Skills and Abilities:	<ul style="list-style-type: none"> To be approachable, friendly & able to communicate effectively as a member of Clifford Bridge staff with all stakeholders. Be able to work on own initiative, subject to general & specific direction of the Head Teacher, Trust Premises Manager, Estate Manager or Business Manager. Ability to undertake daily, weekly & monthly premises checks and maintain the building management records file. Ability to check stock levels, deliveries and measure areas. Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments. Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning. Able to move equipment/objects, clear sites, and undertake general manual tasks. Able to undertake general tasks not requiring skilled trade qualifications, eg. Plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing. Able to identify areas where repairs/cleaning is required and is not to the standard expected. Able to work with the cleaning team to ensure that cleaning standard is maintained and equipment is maintained and stores appropriately. Able to assimilate information re equipment and the need to operate it, such as cleaning equipment.
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Experience:	<ul style="list-style-type: none"> • Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level. • Full clean driving licence
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Educational:	Basic literacy & numeracy ability
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • Must be willing to be flexible. • Must be willing to become involved in the life of the school. • Must be willing to attend on alarm call outs. • Must be willing to work in a multi-cultural setting. • Must be willing to recognise the importance of confidentiality. • Must be sympathetic to the community use of premises. • Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.
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Reviewed: July 2021

Updated: July 2021