



## **Site Services Officer (SSO)**

### **Job Description**

#### **POST:**

Site Services Officer

**GRADE/SALARY:** Grade 4– £19, 698 - £23,080 pa + allowances

**DIRECTORATE:** People Directorate

**SECTION:** Primary Schools

**LOCATION:** Gosford Park Primary School

**DURATION:** Permanent – full time all year round – *flexibility will be required to support the school during the day and evenings depending upon the organisational needs of the school*

#### **Purpose of the job**

- To be responsible to the Headteacher and School Business Manager for all activities associated with the delivery of an effective and efficient site services function connected with the maintenance, cleanliness, accessibility, and security of the whole school site for students, staff and visitors
- To ensure the implementation of the planned maintenance programme.
- To be Principal Key Holder to the site and first response to the security provider in the event of alarm call outs outside normal working hours.
- To supervise and lead an effective Cleaning Team ensuring all priorities and quality service are provided.
- To be a member of the School's Health & Safety Committee, participating in H&S inspections and delivering the maintenance programmes of the school site, working in partnership with the H&S Adviser, SBM and HT.
- Any other duties commensurate with the post.

#### **Duties and Responsibilities**

##### **Safety and Security**

- Responsible for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms including regular checks to ensure they are in working order.
- Check all windows are closed & locked; doors locked as necessary including after external lettings.
- Ensure access at designated times; key holder responsibility; ensure all keys labelled; ensure a designated key holder in place in SSO's absence.
- Liaise with Administrative and IT Team to ensure all equipment is security marked and staff know its location.
- Carry out periodic safety checks on electrical equipment; ensure all electrical equipment is switched off; ensure all lighting is turned off.
- Ensure fire safety measures are in place and are rigorous; ensure weekly fire alarm check is carried out and recorded; ensure a termly fire drill takes place and evaluate.
- Have a comprehensive understanding of fire safety regulations; Health and Safety regulations; emergency procedures and rules for evacuating a building. Maintain accurate records and ensure compliance.
- Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins.
- In inclement weather, liaise with the Headteacher to decide if the site is safe to be opened and keep identified paths steps walkways etc free of snow and ice, using and ordering salt and grit as necessary, following the agreed plan.
- Complete a full perimeter check of the site each day and remove hazardous objects.
- Liaise and communicate regularly with Emergency Services Unit (ESU) Officers.

## Repair and Maintenance

- The SSO is responsible for making sure a building is in proper working order.
- **General maintenance:** Minor repairs to floor coverings; replacing fixtures and fittings e.g. toilet roll holders, brackets, shelves, cupboards; minor repairs to fencing, paths, drives and playgrounds; repainting car park lines; assisting with deliveries; minor glazing repairs; refitting of notice boards; replacing door and window furniture; touching up paintwork; minor plaster repairs; Repairing leaking taps; refitting toilet seats; renewing ball valve washers and floats; clearing blocked toilets; unblocking drains; fitting plugs and fuses; changing light tubes; bulbs and starters.
- Carry out routine checks or respond to identify faulty ancillary equipment reporting where further action is necessary and maintaining appropriate documentation.
- Maintain required temperatures and hot water supply; reporting any deficiencies; ensure annual boiler maintenance check is carried out.
- Ensure periodic electrical inspections are carried out by appropriate electrician.
- Cleaning of school signs, name-boards and directional signs; carpet cleaning; emergency cleaning of human deposits.
- Responsible for using tools and machines correctly; maintain in good condition and report faults; move furniture and equipment as required; store equipment and supplies safely recording items on the COSHH register if appropriate.
- Undertake schedule of works during holiday times as defined by and in collaboration with, the Headteacher and School Business Manager.

## Premises

The SSO is responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring statutory inspections are managed and compliant with the appropriate legislation.

- Accessing IT based systems for recording and reporting as appropriate.
- Reporting and arranging all repairs and maintenance needs outside this job description including; progress chasing and reporting on delays/non-compliance to the SBM/HT on behalf of the Governing Body.
- Contribute to the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and alongside the SBM implement risk management and loss prevention strategies in the school to reduce insurance costs.
- In collaboration with the Headteacher/School Business Manager, review projects in order to provide a strategic and long-term vision for the development of the school buildings and grounds.
- Assist the School Business Manager to ensure Contractors on Site have appropriate accreditation are issued with appropriate health and safety guidelines/safeguarding protocols and these are adhered to.
- In collaboration with the School Business Manager, monitor and oversee the quality of work by on-site contractors.
- In collaboration with the School Business Manager, monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.
- Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way. Report any lack of compliance as necessary.
- Responsible for signing job completion and customer satisfaction notes as required by Local Authority.
- Check that contractors vacate the site on completion
- Be aware of instructions received regarding lettings and other school events, prepare for these activities, clean and secure the building at the end of the letting/school event.
- 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.
- The school premises may be used during evenings and weekends for school activities. The post holder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made, in accordance with agreed City Council rates.

## Risk Management

As a member of the health and safety committee in collaboration with the Headteacher, School Business Manager, Health and Safety Governor and Health and Safety Adviser, lead on health and safety co-ordination across the school, ensuring that statutory and audit requirements are met.

- Follow all health and safety procedures and assist in the development, implementation and review of the schools health and safety policies, procedures and risk assessments encompassing pupils, staff and all visitors to the school site.
- In collaboration with the School Business Manager and H&S Adviser, ensure the school building is compliant with all health and safety statutory guidelines.
- In partnership with the health and safety committee, ensure the installation and maintenance of equipment for protection against and escape from fire. Maintain records and IT systems to ensure regular practices of all emergency procedures.
- In partnership with the health and safety committee, ensure emergency procedures are current and timely and implement and produce an annual Fire & Emergency Evacuation Plan.
- Carry out procedures in the event of emergencies and provide assistance as required.
- Support the risk assessment procedure within school and assist in developing and maintaining the risk assessment procedures and records.
- Inspect all play areas and equipment and remove any dangerous materials or objects daily to ensure the safety of users and report where action is needed. Check PE equipment and remove it and arrange replacements or repairs, when necessary.
- Ensure that necessary steps and precautions are taken to prevent delivery and other vehicles being driven over paths, grass and unauthorised areas. Where possible preventing trespass and unauthorised parking.

#### **Professional responsibility**

- Participate in an annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training to ensure an up to date working knowledge of premises; health & safety and preventative maintenances systems.
- Fulfil any other duties and responsibilities within the range and salary grade.
- Comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

*This job description will be reviewed at least annually as part of the Performance Management programme. The Head Teacher may modify it after consultation with the post-holder at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.*

**Post-holder's immediate line manager: School Business Manager and Headteacher**

**Reviewed November 2021**



### **Site Services Officer Person Specification Grade 4**

Job Title: <b>SSO</b>	
<b>Knowledge</b>	<p>Knowledge of the main health and safety regulations including COSHH, risk assessment and how they apply in a school environment.</p> <p>Knowledge of moving and handling procedures.</p> <p>Knowledge of premises, health and safety, risk management, IT and security.</p> <p>Knowledge of technical aspects of equipment and specifications in order to undertake repair and maintenance work.</p> <p>Able to work at heights and with appropriate equipment e.g. scaffolding/ladders.</p> <p>Good communication, literacy and numeracy skills through previous experience and working knowledge.</p>
<b>Experience</b>	<p>Experience of working in a school or similar environment is desirable</p> <p>Experience of carry out general repairs and maintenance</p>
<b>Skills and Abilities</b>	<p>Able to work under own initiative subject to the general and specific direction of the Headteacher and School Business Manager to ensure deadlines are met.</p> <p>Communicate effectively on an interpersonal level as a member of the school's team to all internal and external stakeholders, in respect of duties to be performed and deadlines to be met.</p> <p>Literacy skills to complete forms, read instructions and maintain appropriate records.</p> <p>Numeracy skills to check stock levels/deliveries/measure areas.</p> <p>IT skills to access and manage IT based systems as appropriate.</p> <p>Flexibility and adaptability in carrying out tasks, responding to reactive tasks and planned tasks.</p> <p>Approachability in responding to requests from staff and to work in collaboration with the Senior Leadership Team</p> <p>Ability to communicate in an assertive but friendly manner via telephone and email to process queries/ complaints, receive and pass on information, to other professionals, maintaining confidentiality at all times.</p> <p>Ability to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning, caretaking in accordance with Health and Safety considerations and responding to emergencies.</p> <p>Ability to lift/move equipment/objects/clear site/undertake general manual/hygienic tasks such as cleaning as needed.</p> <p>Ability to undertake general handyperson tasks (not requiring skilled tradesperson) on plumbing, building, plastering, carpentry and glazing.</p> <p>Ability to identify areas where repair/cleaning is required and not up to expected standard and ensure standards are met.</p> <p>Ability to process and follow information on equipment, how to operate it and pass instructions to colleagues.</p> <p>Willing to become involved in the life of the school in accordance with the ethos of the school and achievement of the school aims.</p> <p>Ability to manage alarm call outs and work split shifts and fulfil the associated responsibilities of the role</p> <p>Ability to accept the potential inconvenience caused by community lettings/ callouts</p>
<b>Qualifications</b>	<p>Good Literacy, Numeracy and IT skills (demonstrated through application and interview)</p> <p>Willingness to undertake appropriate training and professional development</p>
<p><b>Gosford Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</b></p>	