

Site Services Officer - JOB DESCRIPTION



POST:	Site Services Officer
GRADE/SALARY:	Grade GRO5 - £22,183 - £27,741 pa + allowances
DIRECTORATE:	People Directorate
SECTION:	Primary Schools
LOCATION:	Hollyfast Primary School
DURATION:	Permanent - full time all year round - <i>flexibility will be required to support the school during the day and evenings depending upon the organisational needs of the school</i>

PURPOSE OF THE JOB

- To be responsible to the Head Teacher and School Business Manager as an effective member of the school's team.
- As a professional team member to take responsibility for all activities associated with the delivery of an effective and efficient site services function connected with the care, cleanliness, accessibility and security of the whole school site for students, staff and visitors and to ensure the implementation of the planned preventative maintenance programme.
- 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 is provided.
- To be a member of the School's Health & Safety Committee and lead on the H&S inspections and maintenance programmes of the school site working in partnership with the H&S Adviser, SBM and HT.
- To ensure confidentiality is maintained at all times.
- Ensure equality for all.
- Any other duties commensurate with the post.

SAFETY & SECURITY

Security - Responsibility for the security of the building and grounds including routine and non-routine opening of the premises and setting of alarms.

Locking & Unlocking - Ensure access at designated times; key holder responsibility; ensure all keys labelled; ensure a designated key holder in place in SSO's absence.

Alarm System - Operation of alarm system; regular check sensors to ensure in full working order.

Disabled Access - Ensure disabled access to the building where necessary.

Windows & Doors - Check all windows are closed & locked; doors locked as necessary.

Smart Water - Security mark all new equipment with appropriate security markings.

Equipment Register - Liaise with Administrative Team to ensure all equipment is security marked and staff know its location.

Electrical Equipment - Periodic safety checks on electrical equipment; ensure all electrical equipment is switched off; ensure all lighting is turned off.

Fire Alarm System - 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.

Health and Safety - A comprehensive understanding of fire safety regulations; Health and Safety regulations; emergency procedures and rules for evacuating a building and be a member of the Health and safety committee. Maintain accurate records and ensure compliance.

Police Incidents - Liaise with police service if required.

Emergency Services Unit - Liaise and communicate regularly with ESU Officers.

Emergencies - As principal key holder, respond to call-outs overnight or urgent requests during the day outside working hours; dealing with trespassers/intruders and responding to incidents.

Hazards - Ensure the whole site is kept free of litter and rubbish including fallen leaves. Complete a full perimeter check of the site each day and remove hazardous objects.

REPAIR & MAINTENANCE

Site Service Officer is responsible for making sure a building is in proper working order.

Equipment - Carry out routine checks or respond to identify faulty ancillary equipment reporting where further action is necessary and maintaining appropriate documentation.

Heating - Responsibility for the operation of the heating plant; maintain required temperatures and hot water supply; check gauges, pumps and radiators reporting any deficiencies; ensure annual boiler maintenance check is carried out.

Carpentry - Refitting of notice boards; replacing door and window furniture.

Plumbing - Repairing leaking taps; refitting toilet seats; renewing ball valve washers and floats; clearing blocked toilets; unblocking drains.

Electrical - Fitting plugs & fuses; changing light tubes; bulbs and starters; ensure periodic electrical inspections are carried out by appropriate electrician.

General Cleaning - Cleaning of school signs, name-boards and directional signs; minor carpet cleaning; emergency cleaning of human deposits.

Window Cleaning - Frequent cleaning of windows in entrance hall; regular cleaning of offices/staff room windows; termly cleaning of classroom windows/hall and remaining building.

Decorating - Touching up paintwork; removing graffiti; minor plaster repairs.

Hall Floor Maintenance - Buffing & polishing of hall floor.

Equipment & Materials - 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.

General - 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; making sure premises are clean and rubbish is collected and taken away; minor glazing repairs.

PREMISES

- Responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property ensuring those statutory inspections are managed and compliant with the appropriate legislation.
- Access to IT based systems for recording and reporting as appropriate.
- Responsible for 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.
- Lead in the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs.
- In collaboration with the Head Teacher/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 and ensure the charges made are in accordance with agreed scheduled rates.
- Deal with 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.
- Responsible for the operation of the heating plant, maintaining required temperatures and the control and availability of an adequate supply of hot water. Report deficiencies to SBM/HT and appropriate authorities and departments.
- Monitor and manage the use of temporary heaters as necessary.
- Undertake minor general repairs, maintenance or decorating jobs as required.
- Undertake grounds maintenance duties not included in the grounds maintenance contract specification.
- Ensure the whole site is kept free of litter and rubbish, including falling leaves and daily emptying of bins.
- In inclement weather liaise with the Head Teacher 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.
- Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
- Undertake schedule of works during holiday times as defined by and in collaboration with the Head Teacher and School Business Manager.
- Any work associated with caretaking which may be necessary in support of the function of the establishments as may reasonably be 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 Head Teacher to attend during lettings for which additional payments will be made in accordance with agreed City Council rates.

RISK MANAGEMENT *(incorporating Health & Safety)*

- To be a member of the health and safety committee in collaboration with the Head Teacher, School Business Manager, Health and Safety Governor, Health and Safety Adviser and Teacher Governor leading on health and safety co-ordination across the school, ensuring that statutory and audit requirements are met.
- To 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. 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 moving it 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.

CLEANING SUPERVISION

- To lead and manage the School Cleaning Team in collaboration with the School Business Manager and Senior Cleaner.
- Ensure all works undertaken by the Cleaning Team are carried out; identify any contravention of the specification requirements and review.
- To assist the School Business Manager in the recruitment of the School Cleaning Team members, their induction and training.
- To maintain working relationships with the cleaning team in order to maintain a high standard of service.

- In collaboration with the Senior Cleaner, to ensure the cleaning service is regularly checked and maintained to the highest standard.
- To arrange cover/provide cover in the event of absence to ensure health and safety processes and priority cleaning tasks have been followed.
- Clean school signs, name boards and directional signs.

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of premises; health & safety and preventative maintenance systems.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- The Head Teacher and the Governors retain the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.
- Any other duties and responsibilities within the range and salary grade.
- To 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.
- All duties and responsibilities must be carried out with due regard to the City Council'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.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Reviewed: October 2021

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.