

## Site Services Officer - JOB SPECIFICATION



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

### KNOWLEDGE

- Experience of working in a school or similar environment.
- Knowledge of the main health and safety regulations including COSHH, risk assessment and how they apply in a school environment.
- Knowledge of moving and handling procedures.
- Knowledge of premises, health and safety, risk management, IT and security.
- Knowledge of technical aspects of equipment and specifications in order to undertake repair and maintenance work.
- Able to work at heights and with appropriate equipment e.g. scaffolding/ladders.
- Demonstrate good literacy and numeracy skills through previous experience and working knowledge.

### SKILLS & ABILITIES

- To work on his/her own initiative subject to the general and specific direction of the Head Teacher and School Business Manager.
- To be approachable, friendly and 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.
- Literacy skills to complete forms, read instructions and maintain appropriate records.
- Numeracy skills to check stock levels/deliveries/measure areas.
- IT skills to access and manage IT based systems as appropriate.
- Flexibility and adaptability in carrying out tasks, responding to reactive tasks and planning.
- Approachability in responding to requests from staff and to work in collaboration with the Senior Leadership Team following directives as required.
- Excellent communication skills to process queries/complaints pass on and receive information in a friendly and clear manner to internal/external organisations maintaining confidentiality at all times.
- Follow recognised/agreed procedures and regulations in respect of the aspects of the role.
- Able to lift/move equipment/objects/clear site/undertake general manual/hygienic tasks.
- Able to undertake general handyperson tasks (not requiring skilled tradesperson) on plumbing, building, plastering, carpentry and glazing.
- Able to identify areas where repair/cleaning is required and not up to expected standard and ensure standards are met.
- Assimilate information on equipment, how to operate it and pass instructions to colleagues.
- Become involved in the life of the school in accordance with the ethos of the school and achievement of the school aims.
- Manage alarm call outs/work split shifts.
- Responsibility for the security of the school site and grounds including routine and non-routine opening of the premises and setting of alarms.
- Priorities work and shift focus at short notice and accept potential for inconvenience caused by community use/call outs.
- To facilitate school events/lettings both in and out of term.

**EXPERIENCE**

- Background of industrial environment or school or similar environment at craftsperson/machinist/maintenance/labouring or similar level.
- Knowledge of premises, health & safety, risk management, IT and security.

**EDUCATIONAL**

- NVQs or equivalent qualification desirable linked to premises management.
- Good Literacy, Numeracy and IT skills.
- Knowledge and experience of building maintenance tasks and site health and safety.
- A willingness to participate in in-service training and professional development.
- Provision of a current first aid certificate or willingness to undertake training for this qualification.

**TOOLS & EQUIPMENT**

PLEASE NOTE: Use of own personal tools and equipment for school purposes is not advised. Replacement of stolen or broken equipment would not be automatic.

**SPECIAL REQUIREMENTS**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

**Date Reviewed: October 2021**