

JOB DESCRIPTION

Job Title:	Site Services Officer (Level 1b)
Division:	Schools
Grade:	Scale 4
Range:	7 - 11
Responsible to:	Site Manager/Headteacher
Responsible for:	May supervise a small team of Cleaners/Cleaner in Charge

Handsworth Primary School



At Handsworth School we are passionate about:



Providing **exceptional opportunities**



Delivering our **Innovative approach** to Teaching and Learning



Promoting a **culture of resilience**



Celebrating the unique gifts of each child so they are **confident, curious and ambitious**



We embed our vision through our values – **The 4Cs.**

Consideration

We encourage our children to think deeply about the issues that affect them, their peers and the wider community.

Cooperation

We have high expectations of our pupils. We encourage children, teachers, parents and carers to work together to achieve these aims.

Courtesy

Children are taught to demonstrate respect for all individuals. By allowing children to see their own intrinsic value they are able to develop self-respect, self-control, confidence and pride. Children display this through the positive ways in which they interact with each other and with adults speaking politely and confidently.

Care

At Handsworth, we seek to create an environment, where children feel safe, happy and supported and in turn support and care for each other. As a result of this see themselves as actively engaged citizens who look for ways to care for the wider world.

Job Purpose

Liaising daily with the Site Manager on caretaking issues. To carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises. Help to maintain the internal and external fabric of the school's premises as a safe working environment.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents and carers
- General Public

Key Internal Contacts

- Head Teacher/Site Manager/School Business Manager
- Cleaners
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

1 Key Activities - Operational

Security

- As a keyholder, be responsible for setting security alarms and locking/unlocking the school premises
- Assist with regular security checks
- Operate fire/intruder alarm systems where appropriate
- Cover lettings where required
- Monitor CCTV or surveillance equipment
- Respond to alarm call outs in accordance with agreed procedures

Cleaning and Maintenance

- Assist with minor repairs e.g. minor plumbing, changing light bulbs, repairing door furniture, etc
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine "client" tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Maintain safe and clean external environment, ensuring safe pedestrian access at all times, including keeping playgrounds, paths and entrances clear, gritting and clearing snow in adverse weather
- Maintain grounds, tubs and planters around the school, checking for any broken/over-hanging branches that might pose a safety risk
- Maintain staff and pupil toilet facilities ensuring they are in working order, clean and appropriate supplies of consumables are available
- Deal with blocked toilets, drains and spillages

Health & Safety

- Comply with health and safety policies and procedures at all times

- Take reasonable care for the Health and Safety of yourself and others, including adherence to lone working guidelines
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Site Manager or other senior person
- Comply with the requirements of the school's Emergency plan, including fire and emergency evacuation procedures
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

2 Key Activities - Resources

- Ensure the maintenance of a clean and orderly working environment
- Undertake basic record keeping as directed to ensure compliance
- Record meter readings
- Refill and replace consumables e.g. soap & towels
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
- Report faulty equipment and other maintenance requirements to the Site Manager
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

3 Key Activities – Organisation & Supervisory

- Escalate any staffing or cleaning/safety concerns to Site Manager
- Deputise for Site Manager
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Set out/put away furniture for school events, clubs, etc and undertake general portering as required
- Liaise with cleaning staff to ensure they carry out priority tasks
- Liaise with Mobile Caretakers/Agency staff
- Supervise contractors whilst on site and monitor safety of their working practices/quality of work
- Be prepared to be flexible on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. open evenings
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance.

4 Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of colleagues and other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

Site Services Officer – Level 1b

Person Specification

1. Experience

- Handy person experience
- Supervisory experience (where relevant)

2. Qualifications

- Willingness to undertake induction training
- NVQ 1 **OR** equivalent qualification or equivalent experience or willingness to train to achieve these

3. Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Ability to work as part of a team
- Willingness to use relevant equipment
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards