

1. Job description

Name:	Site Service Officer
Hours:	30 hours per week
Days:	Monday to Friday 7.15-9.15am 2.15-6.15pm
Working weeks:	52
Salary:	NJC07 £19,544.00 – NJC11 £21,166.00 pro rata Actual salary: £16290.81 –£17633.51
Academy/College:	Transforming Lives Educational Trust – Central Services based at Henry Hinde Junior School
Contract	Support Staff terms and conditions
Responsible to:	Principal/Business Operations and Estates Manager
Job purpose:	To act as an integral part of the schools site service team. Carrying out minor maintenance duties, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust and their school sites ensuring the school is fit for purpose, safe and compliant for those that access it.
<p>Main Role and Responsibilities:</p> <p>Security:</p> <ul style="list-style-type: none"> • To be the main key holder for the school site • Open and Close the school site • Carry out daily walk rounds to ensure the site is safe and secure before opening hours • Unsetting and setting of alarms • Responding to out of hours call outs <p>Maintenance and site management:</p> <ul style="list-style-type: none"> • Minor building repairs and maintenance work, including; <ul style="list-style-type: none"> ▪ Carpentry - fitting white board and notice boards, replacing door and window furniture. Repair damaged areas around the school site ▪ Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets 	

- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings such as locks, assembly/repair of furniture and shelf fitting, fence and path repairs, temporary glazing repairs
- Minor grounds maintenance – trimming hedges and trees, removing site debris, collecting broken glass and clearing leaves and litter from gullies.
- Carry out project works during school closures as directed by the Principal and the Business Operations and Estates Manager
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- Report any site emergencies, equipment faults or maintenance issues to the Business Operations and Estates Manager
- Flexible to allow for the covering of school events

Health and Safety:

- Assist with emergency procedures, such as fire evacuation, lock down and first aid emergencies
- Ensure contractors are properly inducted to site
- Ensure working areas are kept tidy and safe
- Carry out weekly testing procedures in line with compliance
- To be on hand for school lettings and events outside of the school day

Cleaning:

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- Manage the school cleaning team and assist them in carrying out their duties
- Tidying of rooms and emptying of bins following after school activities and lettings
- Emptying of external bins
- Regular litter picking to maintain a tidy and presentable school site
- Remove spillages and resultant stains from floors and other surfaces

General duties:

- Checking the quality of contractors work and signing contractor visit reports
- To provide assistance and be the first point of contact with any letting's groups on the school sites
- Provide assistance with general enquiries relating to the site
- To set out rooms to school requirements
- Receipt of and checking of deliveries and distribution of deliveries to relevant locations
- Any other site support duties that are in line with the job purpose and grade

To carry out the above functions across all sites within Transforming Lives Educational Trust as and when required.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder may occasionally be asked to work in another department within the school site at times of excessive workload or staff shortages.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

2. Person Specification

Job Title:	Site Service Officer
Reports to:	Principal/Business Operations and Estates Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	Maths & English GCSE (or equivalent) grade 4 or above	Health and safety training Experience of working in school
Experience	Keeping work records Ability to carry out minor repairs or maintenance works	A background in industry e.g. carpentry, plumbing or a similar maintenance role Key holder experience Carrying out compliance testing e.g. fire alarms, emergency lighting etc
Knowledge/Skills (Ability to)	Communicate effectively Good attention to detail	An understanding of Health & Safety Regulations, including COSHH

	Use of initiative Ability to work independently and as part of a team To work at the instructions of others	
Personal Qualities	Trustworthy Flexible Reliable Willingness to participate in further training and development opportunities	

