

Primrose Hill Primary School

JOB DESCRIPTION

Name:	TBC
Job Title:	Site Services Officer (Level 4)
Division:	Schools
Grade:	Scale 4
Range:	Point 8 – Scale 5 point 14 (£24,054 - £26,772)
Responsible to:	School Business Manger
Times:	7am – 2pm (35 hrs) for 5 days per week x 52 weeks

SSO Level 2: Scale 4

Employees working at this level have a considerably larger role; there is a clear step difference from the Level 1 role. Knowledge, skills and experience are at a higher level and there may also be the added dimension of minor supervision of other staff in relation to facilities tasks. There is also introduction of the provisions of specialist 'advice giving' to support the improvement of the service delivered. There is a notable increase in levels contact/communication with other users/contractors and a degree of creativity is required in regard to problem solving. Employees working at this level are likely to be either an Assistant SSO in either a primary or secondary school, but the may be SSO in smaller primaries.

Job Purpose

Responsible for supervision of caretaking and cleaning service reporting to the Site Services Officer

Responsible for site security

Responsible for ensuring on-going maintenance of school items

Help maintain the internal and external fabric of the schools premises as a safe working environment.

Liaison with external contractors and other staff

Key External Contacts

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

Key Internal Contacts

- Head Teacher/Bursar
- Cleaners
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

Key Activities - Operational

Security

- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Oversee fire safety equipment provision
- Oversee provision of alarm systems, CCTV or surveillance equipment when on duty
- Liaise with police, security and surveillance contractors
- Cover lettings
- Make arrangements for effective response to emergency call out

Cleaning and Maintenance

- Manage routine maintenance, repair schedules and specialist repairs
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Coordinate deliveries to the school site
- 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 as required
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training

2 Key Activities - Resources

- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- 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
- Put together furniture and equipment as required

3 Key Activities – Organisation & Supervisory

- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Ensure rotas and cleansing specification is adhered to
- Escalate any staffing or cleansing/safety concerns to Site Supervisor promptly
- 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
- Operate everyday equipment in accordance with instructions

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
- Be first point of contact with cleaning company whilst on duty
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and 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
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- Participate in training and performance management as required.
- 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/Site Supervisor commensurate with the skills, abilities and grade of the post.

Other requirements:

- 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
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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 CRB Disclosure.

Signed: _____ (HT) Date: _____

Signed: _____ (Employee) Date: _____

Site Services Officer – Level 4

Person Specification

1. Experience

- Handy person experience
- Some supervisory experience (where relevant)
- Can demonstrate experience relevant to the role

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
- Ability to relate well to children and adults
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards