

## Support Staff Job Description – Jan 2022

**Role:** Site Officer

**Reporting to:** School Business Manager

**Hours:** Full Time, 52 weeks

**Salary:** Scale 5

<b>Main Purpose of the Role</b>
The main purpose of this role is to effectively and efficiently manage the day to day premises management of the school
<b>Principle Accountabilities:</b>
<ul style="list-style-type: none"> <li>• The day-to-day premises management of the School during shift</li> <li>• Maintaining overall standard of the buildings and grounds to reflect school ethos and vision</li> <li>• Ensure digital systems to support facilities management are used at all time</li> </ul>
<b>Duties</b>
<ul style="list-style-type: none"> <li>• To be in charge of the school site in shift</li> <li>• To keep records of handovers and jobs outstanding through i-auditor</li> <li>• To ensure that the standard of the internal and external environment is of the highest order to reflect raising of School standards.</li> <li>• Participate in a schedule of staff to cover early/day/late timings to ensure the smooth running of the school</li> <li>• Liaison/Supervision of external contractors.</li> <li>• Responsible for the security of the School premises and grounds including opening and closing of the School (including evenings). Breaches of security to be reported to the necessary authorities/ senior staff</li> <li>• To support with internal maintenance &amp; requests around HEP</li> <li>• Responsible for maintaining safe and clean School premises and grounds. Undertake emergency cleaning tasks as required. Issues relating to health and safety should be reported to the SBM as soon as possible</li> <li>• Arranging the distribution of school deliveries to the allocated areas/ depts.</li> <li>• Cleaning, washing and sweeping internally and externally.</li> <li>• Picking up of litter internally and externally and emptying of litter bins.</li> <li>• Polishing and dusting where appropriate.</li> <li>• Cleaning and removal of chewing gum.</li> <li>• Using powered equipment (e.g. mowers, vacuum cleaners, polishers, etc.) where appropriate.</li> <li>• Basic decorating/building/construction.</li> </ul> <p>Routines</p> <ul style="list-style-type: none"> <li>• Ensure that daily, weekly and monthly checklists as listed on i-auditor are completed.</li> <li>• Report to SBM daily to determine priorities for action</li> </ul> <p>Community</p> <ul style="list-style-type: none"> <li>• Understand and apply School policies</li> <li>• Support School ethos and vision in the wider community</li> </ul>
<b>Arrangements for appraisal of performance:</b>
There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

*The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.*

**Person Specification:**

<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with pupils of relevant age</li><li>• Working in a similar role previously</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ3 or equivalent qualification or experience in relevant discipline (or working towards)</li><li>• GCSE (or equivalent) A*-C in English and Maths (essential)</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Effective use of IT packages including SIMS</li><li>• Use of specialist equipment / resources</li><li>• Full working knowledge of relevant policies / codes of practice / legislation</li><li>• Ability to plan and develop systems</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Excellent attention to detail</li><li>• Excellent literacy/numeracy skills</li><li>• Ability to use relevant office equipment effectively</li><li>• Ability to plan, organise and prioritise</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li><li>• A sense of perspective and humour</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Commitment to implementation of the school's equal opportunities policy</li></ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"><li>• Willingness to undertake additional training / staff development at appropriate</li><li>• Ability to reflect on your own professional practice</li></ul>

***We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.***