

# Job Description

<b>Job title:</b>	Site Service Officer (SSO)
<b>School:</b>	Sybourn Primary School
<b>Responsible to</b>	Assistant Head Teacher
<b>Location:</b>	London
<b>Salary:</b>	Grade 4 Pt 7-11 (Outer London) £29,346 - 31,074
<b>Contract hours:</b>	36 hours per week  Monday 06:00-14:15 Tuesday 06:00-14:15 Wednesday 06:00-14:00 Thursday 06:00-14:15 Friday 06:00-14:15
<b>Contract type:</b>	Full Time (52 weeks per year) Permanent

## Core duties

Under the direction of the Head of School, Senior Managers and the Trust Operations & Estates Team, the Site Officer shall provide an efficient, effective, healthy and safe environment.

This will include responsibility for the proper cleaning, monitoring of cleaning standards, maintenance and security of the school premises and facilities and any other duties arising from the use of the school premises.

## Major Tasks, Duties and Responsibilities

- To be responsible for the keyholding, security and health and safety aspects of the premises and its content (including keyholding and security of kitchens).
- To form part of the emergency standby team providing emergency access to the school site
- Lock/unlock school buildings and areas
- Assist with / complete regular security checks
- Operate alarm systems where appropriate
- Cover lettings when necessary

- To uphold and comply within the security provisions of the health & Safety at Work Act 1974 and any other relevant legislation or Schools Policies and procedures relating to Health & Safety at work
- Assist with repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- To ensure that all services, (heating, lighting and plumbing) are operating to satisfactory standards.
- 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
- To be responsible for all contractors undertaking cleaning and maintenance work. To monitor operations and submit written reports when required.
- To ensure high standards of cleaning and maintenance throughout the premises.
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting, clearing leaves etc
- To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the premises including portage, receipt of deliveries and lettings.
- To line manage cleaners and to effectively manage and administer activities relating to letting and all other site services in accordance with the Lion Education trust practices and procedures.
- To arrange and assist with the movement of furniture, equipment and materials as required, to satisfy the needs of varied site activities in accordance with the Health and Safety Policy.
- To work those hours required by the nature of the service including evenings.
- To be reasonably available to attend emergencies during evenings & weekends.
- To hold site keys as required

### **Key Activities - Resources**

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake record keeping system (Parago) in relation to tasks
- Order, refill and replace consumables e.g. soap & towels, cleaning supplies
- Cleaning duties to be undertaken as necessary
- Report faulty equipment & other maintenance requirements to appropriate person, liaising with contractors as necessary
- 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
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### **Key Activities - Organisation & Supervisory**

- Supervise cleaning staff, ensuring that rotas and cleansing specification is adhered to
- Complete cleaning staff appraisals
- Complete cleaning staff induction and probation as required
- Escalate any staffing or cleansing/safety concerns to line manager promptly
- Undertake and assist with the receipt, distribution, collection and despatch of goods

- Undertake and assist 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

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, 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 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.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- To carry out other relevant and/or reasonable duties as directed by the Senior Management Team.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.