**JOB DESCRIPTION**

**Job Title: Site Services Officer**

**Salary Grade:** **Band E points 5-6 (£24,709 - £25,183 pro rata)**

**Hours/Weeks 37 hours per week, term time only plus 10 days contract.**

 **Split shift 8am – 11am & 3pm – 7:30pm (Possibility of job share opportunity)**

**Hours by arrangement with Management to meet the needs of the Trust.**

**Location: Kenilworth School and Sixth Form and any school sites associated with the Trust**

**Line Manager: Premises and Estates Manager**

**Tenure: Permanent**

**Core Purpose:**

* Responsible to the Premises and Maintenance Manager for providing a clean, safe well maintained and appropriately prepared facilities for users of the school buildings and grounds. Ensuring safe and efficient operation of all site facilities and the security of school buildings and grounds in line with safeguarding requirements. Including access control measures and management of keys in line with set procedures.
* Where required, to be responsible for the safe transportation of staff and students.

**Principle Responsibilities:**

Site Services:

* Occasional cleaning e.g. spillages as directed.
* On-site litter duties.
* Checking safety of site and ensuring the removal and safe disposal of hazards.
* Report site faults/repairs required to the Premises and Maintenance Manager.
* Responsible for the maintenance and repair of basic tools and equipment.
* Carry out minor or temporary maintenance and repairs of building/ fixtures and fittings.
* Report items, repairs, maintenance work that is required and is beyond the competence of the caretaking staff.
* Report damage as appropriate.
* Direct contractors to sites of repairs and maintenance work.
* Inspect work or contractors where a satisfaction note required.
* Assistant with carrying out frost precaution procedure and procedures in event of fire, flood, breaking and entering, accident or major damage.
* Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages as necessary.
* Ensure that caretaking and cleaning equipment is in a safe and working condition.
* Move on-site equipment, resources, furniture as required (eg desks and chairs for examinations and assemblies).
* Officers may be required to stay on late in the day or attend early in the morning to support the schools activities and exams.
* Undertakes any other tasks and requests as directed by the Premises and Maintenance Manager and Estates and Facilities Manager.
* Covering for absent colleagues and undertaking other duties commensurate with the grade.
* Maintain knowledge and skills in appropriate trade, facilities management, health and safety, IT systems and undertake training as necessary.

**Stock:**

* Receive deliver of stock, materials etc, ensuring appropriate storage.
* Ensure adequate supply fuel, light bulbs and janitorial materials are available.

**Access:**

* Provide emergency access in the event of snow or minor flooding or similar emergency situations.
* Ensure playing areas and paths are free from litter.

**Driving:**

* Driving the school mini bus to drive teachers and pupils as required.
* To be responsible for the safe transportation of staff and students.
* To ensure the minibus is compliant with Health and Safety and DVLA standards.

**Security:**

* Routine and non-routine opening and closing and security of premises and grounds.
* Assist in carrying out security procedures for the school buildings and grounds.
* Assisting in prevention of trespass on the premises.
* Assist to ensure unauthorised parking of vehicles does not occur.
* Act a key holder to respond to out of school hours call outs ie for alarms

**Responsibility for people (other than employees supervised/managed)**

The post has considerable impact on the well-being of individuals or groups both directly and through its contribution to the development of policies which have a direct impact on pupils.

**Responsibility for staff:**

The post has some responsibility through advising, guiding, directing and co-ordinating the actions of other staff.

**Responsibility for budget:**

The post has no direct responsibility for financial resources

**Responsibility for physical resources:**

The post has some responsibility for physical resources in terms of record keeping and the maintenance of data in line with GDPR and Data Protection Act.

**Typical tasks, duties and responsibilities:**

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Child Protection and Safeguarding:**

* Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
* As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust’s safeguarding arrangements.

**Data Protection:**

* To be aware of the Trust’s responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

**Confidentiality:**

* You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed …………………………………………………..Date…..…..……………………..

(Post-holder)

Signed……………………………………………………Date……………..……………….

(Line Manager)

**Person Specification**

|  |  |
| --- | --- |
| **Personal Qualities,** **Qualifications and Experience** | Measured By |
| Essential | Desirable | Application | Interview Process | References |
| **Qualifications and Training** |
| 1 | Right to work in the UK | ü |  | ü | ü |  |
| 2 | Good standard of education in numeracy and literacy | ü |  | ü | ü |  |
| 3 | Tower Training Qualification (training will be provided) |  | ü | ü | ü |  |
| 4 | Building trade or maintenance qualification  |  | ü |  |  |  |
| 5 | Holds a clean driving licence | ü |  |  |  |  |
| 6 | Hold a First Aid at Work Qualification (training will be provided) |  | ü | ü | ü |  |
| **Professional Experience and Knowledge** |
| 1 | Awareness of H&SAW and COSHH guidelines | ü |  | ü | ü |  |
| 2 | Able to operate cleaning equipment and tools as required for basic maintenance |  | ü | ü | ü |  |
| 3 | Experience of adhering to systems and procedures ensuring school compliance | ü |  | ü | ü |  |
| 4 | Experience and Knowledge in general building maintenance and repairs |  | ü | ü | ü |  |
| 5 | Has an understanding and knowledge of GDPR and confidentiality |  | ü | ü | ü |  |
| 6 | IT literate  | ü |  | ü | ü |  |
| **Skills and Abilities** |
| 1 | Listens well, communicates clearly and good interpersonal skills to explain clearly and concise manner | ü |  | ü | ü |  |
| 2 | Can follow verbal and written communication skills | ü |  | ü | ü |  |
| 3 | Has a pro-active approach to problem solving and to work collaboratively within a team |  | ü | ü | ü |  |
| 4 | Relates well to people at all levels, with staff and pupils | ü |  | ü | ü |  |
| 5 | Building and maintaining effective working relationships | ü |  | ü | ü |  |
| 6 | Follows procedures and policies | ü |  | ü | ü |  |
| 7 | Manages time effectively and able to multi task to meet deadlines | ü |  | ü | ü |  |
| **Personal Qualities** |
| 1 | Maintains confidentiality and discretion | ü |  | ü | ü |  |
| 2 | Adapts to the team and able to work independently | ü |  | ü | ü |  |
| 3 | Maintains a positive outlook at work | ü |  | ü | ü |  |
| 4 | Has a flexible and enthusiastic approach | ü |  | ü | ü |  |
| 5 | Focuses on customer needs and satisfaction | ü |  | ü | ü |  |
| 6 | Commitment to the safeguarding and welfare of all pupils | ü |  | ü | ü |  |
| 7 | Promotes and defends equal opportunities | ü |  | ü | ü |  |
| 8 | Has an awareness of health and safety, safeguarding and GDPR | ü |  | ü | ü |  |
| 9 | This post is subject to an enhanced Disclosure and Barred Service check, social media, overseas and references checks. | ü |  |  |  |  |

**Qualifications/Training and likely abilities**

* Tower Training Qualification (training will be provided)
* Be aware of and understand the regulations regarding H&SAW and COSHH guidelines.
* Able to undertake to understand written and verbal instructions.
* Have literacy skills to complete forms and orders, write instructions, understand and follow H&SAW and COSHH instructions.
* Hold a First Aid at Work qualification or a willingness to undertake this qualification.
* Have numeracy skills to check goods, carry out stock control, undertake calculations.
* Able to carry out procedures, routines and follow instructions.
* Able to operate cleaning equipment, machinery and tools and undertake basic maintenance.
* Have minor maintenance skills (eg plumbing, electrical, glazing, woodwork) to make safe.
* Understand basic administrative systems (lettings, maintenance and ordering systems).
* Understand and be familiar with the layout and organisation of the school and its site.
* Can take initiative where necessary.
* Can solve straightforward problems and respond to unforeseen circumstances (eg hazards, accidents etc).
* Clean driving licence. (D1)
* Competent to drive school minibus.