

Job Description

Job Title	Site Services Officer
Establishment	Little Heath Primary School
Grade	Grade 4
Hours of Work	<p>37 hours per week</p> <p>5 days per week (Monday to Friday, working a split shift patten), all year round.</p> <p>Monday to Thursday 06:30 – 10:30 14:30 – 18:30</p> <p>Friday 06:30 – 10:00 14:30 – 18:00</p> <p>From time to time there will be the need to support evening, weekend and school holiday lettings.</p> <p>Flexibility will also be required around the out of hours needs of the school i.e., parents' evenings, open evenings, contractor access and attending to intruder/fire alarm activations as and when needed.</p> <p>Flexibility will also be required to support other schools within the Trust in relation to Site Services jobs, and therefore travel will be required.</p>

Job Purpose

To provide a service to the school under the direction of the Trust Estates Manager and the Head of Estates; to be responsible for all activities associated with janitorial, maintenance and monitoring duties.

To ensure that the school site is safe, secure, well maintained and a suitable environment for the educational activities taking place at the school.

Overview of Duties and Responsibilities (not limited to)

Health and Safety

- Undertake routine Health and Safety checks as necessary ensuring correct procedures are followed in relation to reporting, recording and repair
- Carryout all duties in accordance with the Trust Health and Safety procedures, risk assessments and safe systems of work
- Immediately inform the Head of Estates of major accidents/incidents that have happened on or off site
- To use school/Trust equipment issued for use on site i.e., two-way radios

- To be a designated Fire Warden and form part of the Investigation Team as per the schools Emergency Evacuation Plan
- To undertake contractor inductions with all contractors

Security

- To recognise the importance of security procedures and be responsible for the security of the buildings and grounds, including the opening and locking of the premises, 'out of hours' as required and non-routine opening and closing of the premises, gates and buildings and setting of alarm systems
- Ensure the CCTV system is fully operational, reporting any problems to the Trust Estates Manager
- To be able to download CCTV footage as requested by members of the school Leadership Team, Trust Estates Manager or Head of Estates
- To complete the Trust CCTV download form for all footage viewed or downloaded from the system
- To attend promptly to emergency incidents as directed by the school, and to assist in taking necessary responsive action, including summoning further assistance from appropriate staff or emergency services
- To be a key holder in line with the school systems and procedures and attend emergency call outs as and when required
- As and when required and in liaison with the Trust Estates Manager, issue staff with door access fobs/keys as required

Janitoring and Maintenance

- To ensure that the whole school site is kept free from litter and rubbish, including keeping drains and gullies free from debris using the appropriate equipment and materials
- To ensure that the necessary steps are taken to prevent delivery and other vehicles driving over paths, grass, blocking paved areas where possible, preventing trespass and unauthorised parking
- To be responsible for reporting and arranging repairs and maintenance needs of this job description, progress chasing and reporting on delays to the Trust Estates Manager, to ensure that contractors onsite comply with Health and Safety standards, reporting concern or non-compliance of contract specifications to the Trust Estates Manager
- To be responsible for signing job completion/customer satisfaction notes ensuring changes made are in accordance with agreed schedule of rates
- To inspect all play areas and equipment and removal of any dangerous materials or objects daily and as necessary, to ensure the safety of users and report where action is needed
- To deal appropriately with instructions received regarding lettings and liaise with appropriate staff, preparing for these activities and cleaning up at the end of the lettings/activity
- To take delivery of materials and equipment before, during or after school depending on pattern of working
- Ensure delivery notes are accurate
- Accept delivery of school items during school holiday periods ensuring appropriate storage

- Distribute throughout school at request of appropriate members of staff
- To be responsible for the operation of the heating plant across the site. Maintain required temperatures and the availability of an adequate supply of hot water. Reporting any deficiencies to the Trust Estates Manager
- Carryout timely preparation of rooms, halls etc for assemblies, meetings, exams, functions and ensure that rooms are returned to normal operational order thereafter
- Move furniture and equipment as required with due regard to Health and Safety and manual handling regulations
- Fitting of noticeboards, replacing door furniture and minor joinery repairs including the easing of doors, refitting locks etc
- Repairing leaking taps, refitting toilet seats, renewing ball valves, washers and floats
- Clearing blocked toilets ensuring drains, channels, traps etc are kept clear and clean
- Fitting of plug tops, fuses, light tubes, bulbs stater motors and switch covers etc
- To undertake minor plaster repairs, painting, minor repairs to floor coverings
- Removal of graffiti (internal and external)
- Replacing fixtures and fittings e.g., paper towel holders, mirrors, shelves, toilet roll holders
- Carryout repairs to fencing, paths, playgrounds and glazing
- To ensure an adequate stock of essential items, e.g., nuts, bolts, washers, screws, nails, timber, paint etc. Ensuring these materials are stored and organised correctly
- Liaise with the Head of Estates regarding the painting programme, undertaking decorating duties as required

Grounds Maintenance

- To ensure that the whole site is kept free of all fallen leaves, ensuring that paths and entrances are kept clean and tidy
- To undertake grounds maintenance duties which are not in the ground's maintenance contract
- Setting up and taking down of portable sports equipment i.e., tennis nets, football goals/nets and returning to equipment stores as needed
- During periods of inclement weather keep paths, steps, walkways, car parks and plant areas clear of snow and ice, using and ordering salt/grit as necessary

Cleaning

- To line manage the schools cleaning team
- To oversee the ordering of cleaning consumables and ensuring that the cleaners sluice rooms are re-stocked as and when needed
- Undertake cleaning duties of internal and external areas of the school as directed by the Trust Estates Manager or other members of staff, including the removal of debris from hard standing areas
- To undertake cleaning of an additional nature as required, i.e., following flood, bodily fluids, breakages etc
- Undertake aspects of window/canopy cleaning as required
- To monitor/audit the standard of cleaning onsite, reporting back to the cleaning team, Trust Estates Manager and Head of Estates on the findings of monitoring audits

Planned Preventative Maintenance

- To undertake weekly Planned Preventative Maintenance (PPM's) tasks through the Trusts Computer Aided Facilities Management (CAFM) system
- To complete daily facility checks, daily plant room checks and daily proactive jobs and log all tasks completed on the CAFM system
- Carryout routine checks to identify faulty ancillary equipment including water boilers, cookers and other assets throughout the school. Reporting to the Trust Estates Manager where further action is required
- Set the Building Energy Management Systems and timeclocks to ensure the school heating systems maintain the required temperatures
- Carryout weekly water flushing of little or unused taps/showers
- Carryout PAT testing of school equipment
- Ensure Site Services equipment is checked and recorded regularly, maintaining an up-to-date inventory of items

School Specific Activities

- To be accountable for promoting and safeguarding the welfare of students responsible for or who in contact with
- Any other duties and responsibilities within the range of the salary/grade
- Carryout other duties as may reasonably be required from time to time to meet the evolving nature of the school/Trust
- Treat with confidentiality any personal, private or sensitive information received
- To undertake any necessary training required by the school/Trust
- To become a nominated first aider and to undertake first aid duties as and when required
- Be a designated minibuss driver as required
- Internal and external cleaning of the minibus on a regular basis or when required by staff
- Ensuring that the minibus is filled with fuel before being driven
- Undertaking a weekly visual check of the minibus and recording the findings of the check
- Order, move, light, refuel and arrange return of temporary heaters as necessary
- Attend any necessary meetings as and when required
- Undertake work during school holidays as defined by the Trust Estates Manager and Head of Estates
- To carry out any duties that may be required by the school, Trust or community users of the school to ensure the smooth running of the establishment
- To support evening, weekend and school holiday lettings
- To alter shift patterns to be onsite for parents' evenings, open evenings and contractors
- Take part in the school's performance management reviews and professional growth

Trust Specific Activities

- Carryout duties of the post with due regard to the Trusts equal Opportunities Policy, Safeguarding, Prevent, Data Protection, Finance Audit, Code of Conduct and Health and Safety procedures and other staff policies
- To work in any of the employers' academies for temporary periods

Post Holder Reports to	Trust Estates Manager Head of Estates Headteacher
Post Holder Responsible for	Cleaning Team

This job description will be reviewed on an annual basis as part of your performance management and professional growth.

Job Description Issued	May 2025
Signature of Post Holder	
Review Date	
Signature of Post Holder	