

# Job Description

**Job title:** SSO - Site Services Officer

**School:** Olympic Primary, Olympic Way, Wellingborough NN8 5QA

**Responsible to:** Operations Manager, Head of School

**Location:** Wellingborough

**Salary:** Grade F, Scale points 6-7 (FTE £25,989.00 - £26,403.00)

**Contract type:** Permanent

## Core duties

### Security

- Act as the designated key holder and principal contact for the police and emergency services out of normal school hours.
- Ensure the security of the premises and contents at all times. Lock and unlock the premises for daily operation, including lettings if appropriate.
- Ensure the security of the premises following forced or illegal entry.
- Issue keys to designated staff as directed. Maintain a register of the keys issued.
- Monitor the activities of visitors and contractors to ensure the security of the building and contents to ensure that such visits do not unduly interrupt the work of the school.
- Ensure that fire, and burglar alarms are in working order at all times. Maintain appropriate service records of all emergency equipment.

### Energy Management and Plant Operation

- Replace light sources as required using approved access equipment where necessary.
- Operate and maintain heating plant equipment and clean facilities.
- Carry out monthly meter readings of utilities and submit to Bursar.

### Porterage and Maintenance

- Monitor and implement the Asset Management Planned Maintenance Programme.
  - Produce and implement a termly maintenance programme which identifies and schedules preventative works, cyclical tasks, assessments, reviews, servicing, etc.
- Monitor stock and ensure the distribution and replacement of consumables including soap, toilet rolls, paper towels, tissues, etc.
  - Produce order lists for such consumables and for cleaning materials and submit to the school Bursar for processing. Maintain an inventory of current stock and of the cleaning equipment.
- Store, move and set out furniture in accordance with the pattern of activities in the school, or the requirements of persons/group using the premises out of school hours.
  - Receive and manage deliveries to the premises, ensuring they are moved and stored in an

- efficient and safe manner and that doorways and corridors remain unobstructed.
- Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users.
- Set out and move furniture and equipment as directed by the line manager or teaching staff so that they can deliver teaching activities.
- Perform minor maintenance and repairs to plant, equipment, furniture and the fabric of the building.
- Report defects in fabric, equipment, etc to the line manager and when so authorised, arrange for outside contractors to undertake necessary maintenance or repairs.

### **Grounds Maintenance**

- Oversee the grounds maintenance works whilst contractors are on site.
- Ensure the site is litter and weed free

### **Environmental Management**

- Clean up, effect minor repairs and make good following minor emergency situations such as spillages or breakages.
- Clean up after incidents of sickness or toilet problems that occur during the school day. •
- Arrange the safe disposal of all waste materials and of furniture and equipment beyond repair. •
- Ensure the safe and hygienic condition of the waste collection point.
- Ensure that all cleaning fluids, equipment and other possible hazardous materials are safely stored and handled in accordance with proper procedures. Ensure that combustible materials are stored appropriately and that combustible waste is not allowed to accumulate.
- Subject to reasonable access, ensure that all gullies, gutters and rainwater pipes are cleared and free running. Ensure that all emergency exits are in good working order and kept free from obstruction.
- Ensure that the main pathways are kept clear of snow, ice and obstructions, and apply grit/salt as appropriate. Maintain the cleanliness and upkeep of the school premises during school closures.

### **Staff Supervision**

- Assist in the recruitment and selection of cleaning staff as appropriate.
- Supervise the work of cleaning staff.
- Assist in the training of cleaners, including health and safety training, as appropriate.
- Monitor the standards of cleaning of the building.

### **External Use of Facilities**

- Liaise with the Head Teacher over the use of the school's facilities for extracurricular activities and by external agencies out of school hours.
- Supervise lettings, ensuring that users are aware of emergency procedures, Health & Safety considerations, and the Governors' policy concerning lettings, with particular regard to the prohibition of smoking on the premises.
- Ensure that all facilities are in a clean and acceptable state prior to the letting and that they are returned to school use in a similar condition.
- Ensure that the premises are secure and all lights extinguished after any external use.

### **Contract Monitoring**

- Act as the main point of contact for all contractors working on the school buildings and grounds (especially during times when the School is closed), manage all school capital projects, liaising with contractors on behalf of the school and ensuring minimum disruption to the day-to-day working environment and attending site meetings.
- Ensure all term maintenance and inspection contracts are carried out in accordance with the required time frame.

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.