

## **Camden School for Girls – Job Description And Person Specification**

<b>Title of Post:</b>	Site Services Officer
<b>Grade:</b>	Salary Grade 4 (SCP 7-10) (£29,412 -£30,771) or Grade 5 (SCP 12-15) (£31,716-£33,204) Dependant upon experience
<b>Hours:</b>	Full time (35 hours per week) or part time hours. With varying shifts, and some additional weekends and evening work .
<b>Weeks:</b>	All year round

### **Main Purpose of Post**

- This post holder works as part of a team with other Site Services Officers (SSOs) to manage the school premises under the direction of the Premises Manager/Director of Finance and Operations.
- To ensure that the school buildings & grounds are kept in a good condition.
- To provide a safe, secure, attractive and healthy environment for all students, visitors and staff.
- To ensure that the school is kept clean and tidy.

### **JOB DESCRIPTION**

Three shifts are defined for the purposes of covering the school day and extended opening hours: Early (1) 6am-1.30pm, Day (2) 8am-3.30pm and Late (3) 11am-6.30pm. Fuller details will be provided.

Late shifts take place once every 3 weeks (1 week on, 2 weeks off). Late shift will include weekend work and, on some days, finishing times maybe later when school is open for evening meetings or lettings.

Covering for staff absence will be paid as overtime in arrears each month.

- 1) To open up the school when on early shift.
- 2) To lock up the school at the end of late shift: check all rooms to ensure that windows are closed, lock doors as directed, set burglar alarms and lock external gates.
- 3) To maintain site security for persons and property.
- 4) To receive goods deliveries and direct them to the correct department or recipient.
- 5) On shifts 1 & 3, to do spot checks on the school cleaners in ensuring that the premises are kept clean and tidy. To conduct regular checks on quality of cleaning.
- 6) To liaise with and monitor contractors responsible for work on the school premises.
- 7) To ensure Health and Safety is maintained at all times, with particular regard to the safety of pupils and staff.
- 8) To undertake minor repairs to buildings, grounds and furniture.
- 9) To move and set up furniture as required for classes, offices, examinations, assemblies and other events.

- 10) To pick up litter and empty litter/recycling bins on a regular basis.
- 11) To manage the buildings during lettings and ensure onsite visitors follow the school risk assessment rules, keep the building clean and tidy and report any damage or safety issues.
- 12) To maintain the school gardens and grounds. This includes but is not limited to cutting grass and trimming shrubs and plants, weeding all areas, watering flower beds and pots when required, relocating plants when necessary and planting.
- 13) To ensure relevant records and logs are kept for fault repairs and PPM checks.
- 14) To do other work within the premises operation as required.

**Reporting to:**

Premises Manager

**Person Specification**

**Training and Qualifications**

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| 1. Basic Health & Safety principles  | Desirable |
| 2. Trained in basic maintenance, e.g., carpentry, plumbing and electrical. | Desirable |

**Experience**

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| 1. Premises management – at least 1 year | Essential |
| 2. Working in a school                   | Desirable |

**Knowledge & Skills**

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|---|-----------|
| 1. Able to deal with staff, pupils and visitors in an appropriate manner.     | Essential |
| 2. Working knowledge of premises, building maintenance and repairs.           | Essential |
| 3. Able to accomplish minor repairs and DIY e.g., carpentry and plumbing.     | Essential |
| 4. Able to supervise cleaners and contractors while they are working on site. | Essential |
| 5. Able to prioritize work appropriately and maintain a flexible approach.    | Essential |
| 6. Resourceful and able to handle difficult situations.                       | Essential |

**Commitment**

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| 1. Committed to follow the school Equal Opportunities policy   | Essential |
| 2. Aware of responsibilities in the areas of health and safety.  | Essential |
| 3. Commitment to the full range of tasks required for the post.  | Essential |
| 4. Committed to work hours required by a shift pattern including some evenings, early mornings and weekends. | Essential |