



JOB DESCRIPTION

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

JOB TITLE	Site Services Officer
DEPARTMENT	Sidney Stringer Multi Academy Trust
DIVISION/SECTION	Ernesford Grange Community Academy/Riverbank Academy
GRADE	G4 - £17,547 - £21,057
HOURS	37 hours per week, all year round

Job Purpose : Under the day to day supervision and direction of the Facilities Manager/Business Manager, to support the site team in the provision of site service activities, including janitorial, maintenance and monitoring duties and to ensure that the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at the Academies.

Duties and Responsibilities:

Maintenance Duties

- Undertake minor repair and maintenance work, including:
 - Carpentry - refitting blackboards and pin boards, replacing door and window furniture, easing doors, etc.
 - Plumbing - repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and potato sumps are kept clear and disinfected.
 - Electrical - fitting of plug tops, replacing plug fuses, light tubes, lamps and starters.
 - General - minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings e.g. toilet tissue holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.
 - Decorating - to carry out repairs prior to decorating, redecorate areas on a rolling rota as required.
- Undertake limited grounds maintenance duties which are not included in the Grounds Maintenance contract specification, such as setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. General clearance of litter/glass etc. from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.

General Duties

- Be responsible for the security of the buildings and site including routine and non-routine opening and closing of the premises, setting of the alarms and call-out
- To meet contractors on site and aid them to carry out their work in a safe and practical manner.
- Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible, preventing trespass and unauthorised parking.
- Responsible for reporting all repairs and maintenance needs outside of this job description, to the Facilities Manager, to ensure that contractors on site do not cause a health and safety hazard or damage to school property in any way and report any matters of concern or non-compliance with contract specification to the Facilities Manager or the Business Manager. To be responsible for signing job completion/customer satisfaction notes as required.
- Removal of any dangerous materials or objects as necessary to ensure the safety of users, reporting where action is needed.
- Take delivery of site stores, materials and equipment, ensuring correct distribution and storage within the school, and the movement of furniture and equipment within the school as required.
- Carry out routine checks to identify faulty equipment including water boilers, cookers, electric irons etc, and reporting where further action is necessary.
- Carry out and document all Fire Service and Health & Safety inspections tests, in line with the Multi Academy Trust and other relevant policies. Ensure all taps and toilets are run and flushed in accordance with Water Hygiene regulations.

Cleaning

- Cleaning of school signs, name boards and directional signs.
- Cleaning of all internal windows, doors panels and screens, and cleaning of all ground floor windows externally as may be required from time to time.
- Support the cleaning of accidents and emergencies as required.

Miscellaneous

- Carry out agreed procedures in the event of emergencies, and provide assistance in dealing with general enquiries relating to the use of the site.
- To undertake work during school holidays as defined by the Head Teacher, Facilities Manager and/or Business Manager, and by negotiation, provide shift cover for SSOs including those at other MAT sites, in the instance of absences.
- To keep paths, steps, walkways, etc. free of snow and ice, using salt and grit as necessary.
- To undertake all necessary training required.
- To assist in any other duties appropriate to the grade and range of the post that may be required by the Head Teacher, Facilities Manager or Business Manager.
- To be responsible and accountable for carrying out the duties of the post with due regard to the MATs equal opportunities policy, health and safety law and the protection of children regulations.
- Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

This site operates a strictly non-smoking policy.

PROPOSED HOURS OF WORK – I hour lunch break - to be taken on site in times of staff shortage.

(subject to start date, hours may be slightly different initially)

Early Shift : 05:45 – 13.45 (Mon-Thu); 05:45 – 13:15 (Fri)

Day Shift : 08:00 – 16:00 (Mon-Thu); 8:30 – 16:00 (Fri)

Late Shift : 13:45 – 21:45 (Mon-Thu); 13:45 -21:15 (Fri)

Postholder reports to : Facilities Manager/Business Manager

Support to : Site Services Team; School and Community users

Level of supervision : Under the supervision and direction of the Facilities Manager/Business Manager

Responsible for : -

<p>Postholder : (name)</p> <p>Post Reviewed : (date)</p> <p>Reviewed by : (names)</p> <p>Reason : (SDR/Vacancy)</p>
