

# THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



## Site Services Officer Job Description

Hours:	36 hours per week on a shift basis, full-time
Pay:	£30,120 per annum for a suitably skilled candidate
Responsible to:	Site Manager or Senior Management Team
Start date:	As soon as possible

The Site Manager and their staff are responsible for the provision of a safe, clean and secure environment for all site users and authorised visitors. The duties are below.

### General

- Operation and inspection of equipment for heating, hot and cold-water supplies, lighting, ventilation, power, sanitary facilities, drainage and sewerage on a daily basis where required and reporting to the Site Manager any defects.
- Participation in school programmes in respect of energy conservation, health and safety, control of substances harmful to health and similar matters, including monitoring and operation of control procedures.
- Assisting in the monitoring of the grounds maintenance contractor and reporting any problems to the Site Manager.
- Replacement and cleaning of all light fittings.
- Attending appropriate training courses.
- Other duties as determined by the Site Manager.
- Moving of furniture and setting up of rooms ready for school events.
- To liaise with staff via e-mail (full training given)

### Security and Emergency Work

- To be responsible for the site and contents, and for opening and closing the gates and buildings in accordance with school operating hours, and the requirements of hirers and contractors
- When opening and closing the building to be responsible for the setting or unsetting of the intruder alarm system. To report any faults to the Site Manager. To assist in the regular testing of fire alarm systems and to report any faults to the Site Manager.
- To respond promptly to emergency situations that occur outside normal working hours and to assist in such situations if occurring in normal working hours. To take all reasonable steps to ensure that the security of the site and contents are not compromised and to liaise and assist the emergency services in such situations.

### Repairs and Maintenance

- To undertake minor repair and replacement work including carpentry, glazing, decoration, plumbing and electrical work within the capabilities of the post holder or as directed by the Site Manager. To advise the Site Manager of any repair or replacement work that should be carried out by other persons.
- To take appropriate measures when adverse weather conditions affect the sites.



- To directly purchase tools and materials as needed for the completion of tasks in accordance with school procedures but only with the approval of the Site Manager.
- To assist in the supervision of repair, replacement or maintenance work carried out by contractors. To ensure the appropriate behaviour of contractors and visitors whilst on site.

### **Cleaning**

- To assist in monitoring the day-to-day performance of the cleaning contractors, maintain records of deficiencies and remedial actions, and to report to the Site Manager deficiencies requiring action.
- To keep external areas tidy and free from litter. To sweep all exterior hard surfaces and keep all borders and grassed areas free of litter. To ensure all gullies and traps are free from obstructions.
- In emergencies to undertake cleaning duties in order to satisfy health and safety legislation.
- To ensure the site is clean in the absence of contractors or at the end of lettings.
- To assist in the monitoring of the cleaning of windows by contractors.

### **Out of school hours and external lettings**

- To prepare areas to be used and ensure, at the end of each hire, all areas are tidied and cleaned.
- To be on site during all working hours ensuring the security and safety of the site. Breaks to be taken on site.
- To provide a prompt report, written if necessary, in the event of loss or damage arising in the course of a letting.

### **Person Specification**

#### **Qualifications** Educated to a GCSE or equivalent **Essential**

- A naturally friendly and helpful nature with the ability to work with a range of teaching and non-teaching staff as well as contractors and outside hirers.
- The ability to work unsupervised as well as part of a team and a flexible approach to work duties
- Ability to undertake manual handling duties
- Awareness of equal opportunities legislation and be ready to embrace the ethos of the school
- Willing to attend training courses as directed by your line manager and comply with the staff dress code and code of conduct

#### **Desirable**

- Previous relevant health and safety at work training
- Working for a range of clients
- Some I.T. skills
- A full clean driving licence

***Please complete the 'Support Staff' application form via the link on this page and send to [recruitment@gch.org.uk](mailto:recruitment@gch.org.uk)***

***The closing date is 6 January 2025, however, we reserve the right to close this vacancy early if we receive sufficient applications for the role.***

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

***Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.***