

Wren Academy

Site Services Officer

Job Description

Purpose: To help manage efficiently and effectively the Academy site, accommodation, buildings, grounds and associated services.
To help ensure the security of the premises and contents in accordance with agreed procedures and practices.
To help establish and manage a proactive Health and Safety Service throughout the Academy
To help manage all Student Services Staff within the facilities portfolio.
To take on those day to day operational tasks as delegated or where they have not been delegated elsewhere.

Reporting to: Senior Site Services Officer, Facilities Manager. Director of Finance

Responsible for: Day to day operation of the Academy's facilities including Health & Safety, Security, Waste Management, Maintenance and Cleaning.
Some Management of other Site Services Staff, Cleaning staff and Contracted staff as applicable in furtherance of the above.

Liaising with: Principal, Vice Principal, Assistant Principals, Heads of Faculty, Teaching and Student Services Staff, Other Staff with cross-academy responsibilities, Suppliers, Contractors, some External Agencies and other visitors to the Academy.

Working time: 37 hours per week with some shift and overtime working. To be available during out of work hours for emergency call out.

Contract Type: Permanent Full Time Academy Contract with 25 days annual leave

Salary: £21,376 - £23,274. NJC Scale Point 22 – 25

Duties:

- To assist the Senior Site Services Officer and Facilities Manager as appropriate in the management of the Academy's facilities.
- To have regard to the Academy's specialism and its particular environmental features in the management and running of its facilities.
- To help manage on a day to day basis the building and grounds in order to maintain a smart and clean appearance.
- To help manage on a day to day basis the cleaning, maintenance and security staff and develop their skills and knowledge.
- To have oversight of contractors and their staff working on the premises.
- During the Academy's building phase, to have oversight of the works and building contractors in conjunction with the Finance Director, Principal and Facilities Manager.
- To take on day to day operational tasks where these have been delegated, or where they have not been delegated elsewhere.
- To take on a supervisory role with Students and Staff as appropriate.
- To help maintain a health and safety culture by undertaking a variety of risk assessments, workplace inspections and checks and acting on any findings.
- To help ensure adequate security is in place to cover the buildings and grounds on a 24/7 basis including effective monitoring of all CCTV cameras.

- Order equipment, furniture and materials following correct procedure.
- In liaison with the Senior Site Services Officer and the Facilities Manager, help maintain an up to date asset register for the building including fixed and loose furniture, plant and equipment and manage the safe and correct disposal of redundant items.
- In liaison with the Senior Site Services Officer and the Facilities Manager, help maintain a room by room inventory of furniture, plant and equipment.
- To assist in the management of the Academy's capital works program and help plan minor works during holiday periods.
- To assist the Senior Site Services Officer and the Facilities Manager in the control of the department budgets.
- To help oversee Maintenance, including Grounds occupied by the Academy, Equipment, Pest Control, Window Cleaning, and Waste Collection and any other external contracts.
- To help manage the Academy's gas, electricity and water usage and put in place controls to make their use efficient and cost-effective.
- Carry out, weekly fire alarm test, monthly emergency lighting checks and safety inspections to ensure the academy complies with current regulations.
- To help provide support and guidance to other departmental staff members and cover their duties when required.
- To help conduct building condition surveys and co-ordinate cleaning and maintenance regimes.
- To accept, log and deliver parcels.
- To arrange room set ups and general portorage.
- To help train and develop staff to improve their skills and knowledge.
- To help support the Academy in organising and running events.
- To help manage lettings of Academy facilities.
- To help manage use of, and drive, the Academy Mini Bus.
- Any other related duties as directed by the Principal, Finance Director or Site Services Manager.

Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and be smart in appearance, at the discretion of the principal.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach, and to be prepared for the unusual.

Personal Development:

- To take responsibility for improving knowledge of health and safety, waste management, security and other relevant facilities management issues.

School Development:

- To support the schools aims and to carry out its policies.
- To support the school in implementing its School Improvement plan and any requirements identified under its self evaluation procedures.

Assessment:

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager.

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.

- To support the Academy in meeting its legal requirements for worship, and its status as a Church School.
- To show a record of excellent attendance and punctuality.
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

22 February 2010