

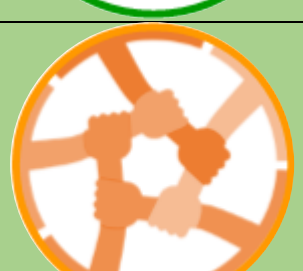


Job Description

Post	Site Support Officer
Pay Scale	SCP 4-6

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

	<ul style="list-style-type: none"> • To provide outstanding site support to the school • To work under the relevant health and safety regulations (Health and Safety at Work Act 1974) • To be committed and enthusiastic • To ensure effective running of site systems • To report concerns to the Head of Operations • To show discretion with confidential information
	<ul style="list-style-type: none"> • Use your own initiative • Think outside the box • To attend relevant training • Set yourself challenging targets • Find opportunities to learn from others • Find solutions to day to day issues • To develop systems to improve efficacy
	<ul style="list-style-type: none"> • Update communication systems regularly • Demonstrate positive attitudes and behaviours • Lead by example by having excellent attendance, complete timesheets and records • Treat others with dignity and respect • To deal with enquiries efficiently and courteously • Ensure safety for others as primary key holder
	<ul style="list-style-type: none"> • Maintain school supplies in relation to building matters • Complete daily building checks • To be flexible in your approach to work • Effectively safeguard students • Ensure the school is ready for staff and students to use • To work as part of the site team • To ensure others follow site procedures
	<ul style="list-style-type: none"> • Provide specific support to others in the site team and the trust site team • Demonstrate positive relationships with others • Support the Head of Operations with additional duties as required • Provide additional support around key parts of the day for example break and lunchtime • To provide additional support to lettings as required



Personal Specification

Skills	Assessed
Qualifications <ul style="list-style-type: none"> • Health and Safety Training • Safeguarding Training • Relevant practical trade qualification 	AF AF AF
Experience <ul style="list-style-type: none"> • Experience in a site role in a school or other similar setting • As a key holder to a building • The ability to handle equipment and products safely • Experience in working quickly under pressure • The ability to work without supervision • Upholding the ethos and values of the school • Understanding of how to complete maintenance in a school • Site security including key management, CCTV monitoring and risk assessment 	AF AF AF AF I I T I
Knowledge <ul style="list-style-type: none"> • Follow school policies and procedures • Is systematic and methodical • Is organised and an excellent time keeper • Understanding of the needs of the school in terms of maintenance • Correct disposal of litter, recycling and old equipment • Good Literacy and Numeracy skills • On working with contractors 	I I AF AF AF AF R
Leadership <ul style="list-style-type: none"> • Strives for perfection and has a good attention for detail • Has excellent communication skills • Understands the importance of collaboration in a small team • Will ensure supplies are maintained • Will ensure equipment is in good working order • To secure including locking/unlocking building and alarming • To act as the primary key holder • To understand what to do in an emergency situation 	T AF, I I, R AF AF I I I
Systems <ul style="list-style-type: none"> • Will log communication with Line Manager as required • Completion of daily building log • Reporting of any Health and Safety or Safeguarding concerns correctly and accurately • To provide cleaning support to the cleaners • To monitor and be responsible for all site related matters • To show a flexible approach to working 	R I I, R I R I, R

AF – Application Form, I – Interview, T – Task, R – Reference

