


<b>Site Service Officer</b>			
 COVENTRY SCHOOL FOUNDATION	<b>Document Number:</b> 1028	<b>Version no:</b> 1	<b>Page</b> Page 1 of 2
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### Job Description

Location	Estates and Facilities KHVIII
Contract Type	Full time
Working hours	Monday - Friday (Some Saturdays). Duty rota, 1 week in 5.
Reporting to	Facilities Manager

### School Ethos:

Coventry School Foundation Schools provide an independent education for around 1,800 pupils aged 2-18. The schools, all of which are co-educational, are Bablake Senior, Bablake Junior, King Henry VIII Senior, King Henry VIII Junior School and Bablake and King Henry VIII Pre-Prep. The Foundation Office provides centralised support services to our Schools across a range of functions including HR, Marketing, Estates and Finance. We work closely with colleagues in our schools to ensure a high level of professional support and to contribute to the efficient running of the Foundation.


### Role Summary

Responsible for providing an effective and efficient caretaking and maintenance service assisting with the cleanliness, site security and general tidiness of the school buildings, and carrying out general maintenance and specialist tasks/activities as required.

### Main Duties & Responsibilities

- Assist with maintaining safe, secure, and operationally functional site premises for Coventry School Foundation, promoting a culture of excellent service, safety and best practice which impacts positively on the educational experience, academic outcomes, and health and wellbeing of pupils and staff.
- Manage the opening and locking up of the school sites. This includes the security of buildings, ensuring all doors are locked, lights are out across the site at the end of each day and after such times as the school site has been used in the evenings.
- Checking of boilers when in use to ensure that they are running correctly.
- Set up, put away and move furniture.
- Carry out maintenance and repairs, servicing, and construction of a variety of fixtures and fittings.
- Ensure that all areas of the school (including but not limited to playgrounds, corridors, covered areas) are kept clean, tidy and free from litter.
- Supervision of the housekeeping staff to ensure they work effectively and complete the tasks required.
- Identify and report Health and Safety hazards and repairs/maintenance requirements that need attention, to ensure the efficient and safe operation of the sites.
- Resolve general maintenance issues where required, referring more complex or technical issues to relevant members of staff.
- Take appropriate action to prevent trespass on the school premises or grounds and ensure that unauthorised parking of vehicles does not occur.
- Ensure evening and weekend lettings are supervised and accommodated for access.
- Respond to emergency maintenance issues when required.
- Be responsible for promoting on a day-to-day basis the highest standards of the health, safety and wellbeing of staff and visitors.
- Assist with contractors.
- Any other duties as reasonably required.



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### Personal Specification

<b>Personal Characteristics</b>	<b>Essential/Desirable</b>
Knowledge of a caretaking role in a school or multi-site setting.	E
Experience in a general maintenance role.	E
An appreciation and basic understanding of the Health and Safety requirements inherent in a school context.	E
Knowledge of safe lifting, moving, and manual handling procedures.	E
Able to perform physically demanding aspects of role.	E
Willing to travel between, and work at all Coventry School Foundation sites.	E
Willing to participate in the weekend duty, and call-out rotas.	E
Willing to undergo full DBS checks.	E
Willing to provide flexibility around working hours, including paid additional hours and occasional weekends when required.	E
Able to demonstrate organisation, attention-to-detail and ability to prioritise.	D
Able to analyse problems identify solutions.	D
A strong communicator with good interpersonal skills.	D
Ability to relate well to children and adults.	D
Willing to develop knowledge of IT and other specialist equipment/resources.	D
Independent worker but also a good team player.	D
Possess a full, clean UK driving licence.	D

