**Services Technician –Site**

**JOB DESCRIPTION**

**Palm Bay Primary School**

**Post:** Site Services Technician

**Salary:** EKC 4

**Responsible To:** School Business Manager

**Summary of Post:** To lead on a specific aspect of a service, taking overall responsibility for its effective operation.

# Tier of role: Specialist/Officer/Technician

|  |
| --- |
| **Key descriptor: Initiator**  **Scope of role:** Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).  **Autonomy:** Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.  **Knowledge of role:** Role-specific knowledge required.  **Skills – Technical & Practical:** Specific and specialist knowledge, skills and experience relevant to the role  **Qualifications/Experience:** Level 3+ in a specific relevant field  **Supervision of others:** Supervision of others, but no line management  **Management by others:** Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks. |

# Key Responsibilities:

1. To provide technical support to the school, maintaining a high-quality service of education.
2. Lead on the planning and development of service procedures, processes, and systems.
3. Be responsible for maintaining school assets, equipment and resources.
4. Ensure dedicated areas, resources and equipment are ready for use each day and in good working order at the end of each day.
5. Take responsibility for all aspects of compliance, health and safety and safeguarding in all aspects of service area eg; PAT, CoSHH, Cyber etc.

# Specific Duties:

1. Site Maintenance: Undertake general repairs, maintenance, and improvements across the school premises and grounds, ensuring a clean and safe environment, both inside and outside.
2. Compliance: Take responsibility for all aspects of statutory compliance, including health and safety, fire safety, water hygiene, and asbestos management. Maintain accurate records and ensure all checks are up to date.
3. Security: Ensure the security of the school site, including opening and locking up, monitoring CCTV (if applicable), and responding to alarms and emergencies.
4. Health and Safety: Conduct regular site inspections and risk assessments, reporting hazards and taking appropriate action. Support the school in implementing health and safety policies and procedures.
5. Facilities Management: Liaise with external contractors and suppliers for servicing, repairs, and compliance visits. Supervise contractors on site and ensure all work is completed to the required standards.
6. Support for School Activities: Set up rooms and equipment for school events, assemblies, and meetings. Assist with logistics for after-school clubs and lettings as required.

# General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.*

|  |  |  |  |
| --- | --- | --- | --- |
| Line manager’s signature: |  | Date: |  |
|  |  |  |  |
| Postholder’s signature: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PERSON SPECIFICATION**  **Tier of Role: Specialist/Officer/Technician** | **Application** | **Interview** | **Shortlisting Weighting** |
| **Qualifications and Training** | | | | |
| 1. | English and Maths Level 2/ GCSE A-C Grade or Grade 4 . |  |  | 6 |
| 3. | Level 3 or above in a specific relevant field. |  |  | 6 |
| 4. | Evidence of Continued Leadership Development. |  |  | 6 |
| **Experience** | | | | |
| 1. | Successful experience of working in a relevant field (in an educational setting would be an advantage). |  |  | 6 |
| 2. | Successful experience of working on own initiative. |  |  | 6 |
| 3. | Experience of accurate record-keeping and reporting. |  |  | 4 |
| 4. | Specialist experience of practices and processes relevant to role. |  |  | 4 |
| **Skills and knowledge** | | | | |
| 1. | Competent numeracy and literacy skills. |  |  | 6 |
| 2. | Competent IT knowledge to advance children’s learning. |  |  | 6 |
| 3. | Excellent communication skills, written and verbal. |  |  | 6 |
| 4. | Ability to work independently and to manage own workload and adapt routines and schedules as required. |  |  | 6 |
| 5. | Specialist knowledge in specific service areas. |  |  | 6 |
| 6. | Strong interpersonal skills, listening and observation skills with the ability to deal with difficult/sensitive situations. |  |  | 6 |
| **Personal Qualities** | | | | |
| 1. | Act with honesty and integrity at all times. |  |  | 6 |
| 2. | Commitment to promoting the ethos and values of the school and trust and the learning community. |  |  | 6 |
| 3. | Commitment to own learning and development and desire to share skills and practice with others. |  |  | 6 |
| 4. | Commitment to maintaining confidentiality at all times. |  |  | 6 |
| 5. | Relentless commitment to inclusion, safeguarding and equality |  |  | 6 |