**The Sunflower Federation**

**Site Manager Assistant – Breakspeare School**

Purpose of the Role: Assisting the Site Manager within the School and providing an appropriate environment for students to work and learn.

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| Location. | Breakspeare School  Gallows Hill Lane  Abbots Langley  Hertfordshire  WD5 0BU |  |
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Reporting to: Site Manager and Deputy Headteacher

Date Prepared: March 2025

Main Areas of Responsibilities:

1. Assisting Site Manager

* Daily/weekly replenishment of the washroom/staff room consumables
* Support the site manager to ensure that the school site and resources are safe, secure and well maintained
* General porterage duties, including movement of furniture and equipment within the school, setting out tables and clearing away at lunch time
* To be aware of and report any security risks to the Site Manager
* To carry out other tasks as designated by the Site Manager and undergo training as required
* Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
* Vehicle maintenance
* Assist with community visits

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| **Knowledge**  NVQ level 2 (or equivalent)  Level 1 Safeguarding / Awareness of keeping children safe  Working knowledge of Health and Safety at Work  Working knowledge of policies and procedures  Understanding of the Schools Ethos, Vision and Values  Manual Handling  Efficient cleaning methods | **Competencies**  Communication (written and verbal)  Listening  Team working  Monitoring  Planning, prioritising and organising  Flexibility  Customer service  Able to work under pressure |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*