

JOB DESCRIPTION

Job Title: Site Assistant
Grade: H3

1. PURPOSE OF YOUR JOB

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

The Site Team are responsible for:

- The day-to-day operational management, safety and security of the school site.
- Ensuring that the school is well-maintained, safe and secure for all users.
- Providing a clean and safe environment for users of the school buildings and grounds.
- Carrying out maintenance and repair work requiring non-specialist skills, to the school building, grounds, fixtures and fittings as required.
- Maintaining the garden areas around the school.
- Transporting children daily to their 6th form provision.
- Assisting with transporting our pupils to school events.
- Assisting with the Lettings, bookings, set up of equipment, supervision of evening meetings.

2. MAIN AREAS OF RESPONSIBILITY

Tasks will vary on a daily basis and will include:

- Ensuring the security of the school's premises and grounds, locking at the appropriate times, closing of windows and setting of alarms.
- Maintaining a visible presence whilst on duty and remain contactable via the schools designated mobile phone.
- Monitoring of and liaison with hirers of facilities, and contract staff (as appropriate).
- To set up specific areas of the school to meet events / hirer's requirements and to ensure the area is left at the end of the evening ready for school purpose, ensuring due regard to health and safety.
- Driving of the school mini buses as and when required, assist with rota's and planning.
- Daily replenishment of the washroom consumables and ensuring that the site is in good order.
- General cleaning, in small designated areas
- Deliver parcels and packages to appropriate departments / personnel
- General portorage duties, including movement of furniture and equipment within the school
- To keep the gardens, thoroughfares and highway footpaths clear and free from litter at all times, emptying outside bins
- Handyperson duties which may include non-specialist decorating tasks and minor repairs to furniture and fixtures, (including lamps and light tubes).
- Carry out monthly inspections on fire equipment, emergency lighting, playground equipment and resolve any issues from these inspections.
- To carry out maintenance jobs around school.
- To carry out painting and decorating throughout school
- The use and maintenance of hand tools and basic light machinery and plant, ensuring all equipment, machinery are kept secure
- The use of strimmer's, leaf blowers, hedge trimmers for light gardening duties
- To carry out gritting, salt spreading, snow cleaning, as necessary, including highway footpaths through the school.
- Operation of the school's heating plant.

- To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health and Safety at Work legislation, including maintaining asbestos log.
- To be aware of and report any security risks posed within the school to the Site Manager
- Reporting of faults requiring specialist skills.
- To carry out other tasks as designated by the Site Manager, and undergo training as required

3. PERSON SPECIFICATION.

The person appointed will:

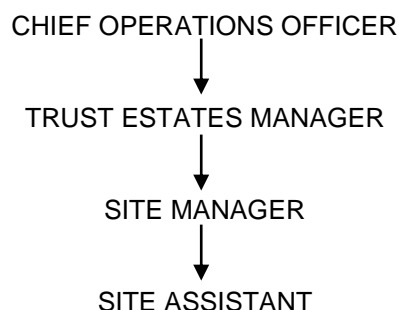
- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of the school
- Be open minded and willing to undergo training as required and for self-development
- Be able to use your own initiative
- Have a clean current driving licence
- Be honest and reliable
- Understand the importance of safeguarding children in education

4. KNOWLEDGE, EXPERIENCE, TRAINING

The person appointed will have:

- Experience in the building trade i.e. carpentry, plumbing, electrics, plastering would be advantageous
- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential.
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post is essential.
- A sound knowledge of D.I.Y. skills is essential.
- Good understanding of safeguarding children within schools
- Be aware of and ensure that pupils have equality of access to opportunities to learn and develop
- A clean driving licence would be an advantage.
- D1 Minibus License or willingness to undertake training.

5. ORGANISATION CHART



6. SHIFT PATTERN

- Monday to Friday rotating 7.25 hour shift pattern between 7.00am and 6.30pm with a half hour unpaid break (on site).
- Non-term working days flexible, earlier start if suits.
- Some evening shift work may be required – additional pay.

7. SUPERVISION

The post holder will be directly accountable to the Site Manager and will be expected to work closely with the Premises Team to supervise

- Visitors and hirers of the premises
- Building surveyors and appropriate externally appointed staff
- Cleaning and maintenance staff

8. WORK ENVIRONMENT

The post holder will be required to undertake tasks that require:

- Physical effort including bending, moving, handling, pushing.
- Lone working.
- Working outdoors in all weather conditions.
- Exposure to normal levels of dust found within a school environment.
- Use of chemicals associated with gardening or cleaning.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.