

Woodside Primary Academy



JOB DESCRIPTION **Casual Assistant Site Support Officer**

RESPONSIBLE TO: Site Manager

JOB PURPOSE

Liaise with the Site Manager on caretaking issues, ensure the security of the school premises. Help maintain the internal and external fabric of the schools premises as a safe working environment.

MAJOR TASKS

- To cover lettings and out of hours school use i.e. after 6pm weekdays and weekends.
- To carry out essential maintenance, servicing and repair, DIY, decorating, cleaning and tidying tasks.
- To support the Site Support Officer to ensure that the premises, facilities and equipment are presented and maintained to a high standard.
- To work with all members of the Premises team to ensure staff, students and visitors are safe and secure at all times.

JOB ACTIVITIES

Security

- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings and out of hours school use
- Monitor CCTV or surveillance equipment

Cleaning and Maintenance

- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Organisation & Supervisory

- Escalate any staffing or cleansing/safety concerns to line manager promptly
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions
- Supervise contractors whilst on site.
- To be available to cover lettings at short notice

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their line manager

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure

NOTE: The Academy expects all its employees to have a full commitment to the Council's Equal Opportunities.