



JOB DESCRIPTION

Job Title:	Site Assistant
Division:	Schools
Grade:	Scale 4 - 5
Range:	Point 7-16 (£29,346 - £33,417)
Responsible to:	Premises Manager/School Business Manager / Headteacher
Responsible for (where relevant):	May supervise a small team of Cleaners/Cleaner in Charge and Grounds maintenance Contractors

Job Purpose

Liaising daily with the Premises Manager/School Business Manager on caretaking issues, ensure the security of the school premises. Help maintain the internal and external fabric of the school's premises as a safe working environment.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- Site Manager/ School Business Manager/ Head Teacher
- Cleaners
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

1 *Key Activities - Operational*

Security

- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings
- Monitor CCTV or surveillance equipment if needed
- Respond to alarm call outs
- Key holder duties for the school out of hours if needed

Cleaning and Site Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, Painting, decorating etc
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking, and any other cleaning duties
- Undertake emergency cleaning duties
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, builders, grounds maintenance etc
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting

Grounds Maintenance

- Undertake grounds maintenance including pruning/trimming (in line with legislation with regards to nesting seasons)
- Liaise with grounds maintenance contractors
- Proactively plan and carry out grounds projects
- Undertake gardening, including planting, watering and any other grounds related tasks

2 *Key Activities - 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, hand towels, paper
- 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

3 *Key Activities – Organisation & Supervisory*

- Escalate any staffing or cleaning/safety concerns to line manager promptly
- Deputise for Premises Manager
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Assembling of flat pack furniture and other basic equipment
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions
- Liaise with/supervise work of the cleaners by ensuring they carry out priority tasks and that rotas are adhered to.
- Supervise contractors whilst on site
- Supervise work experience students
- To be available to cover lettings at short notice

4 *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
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- 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
- Promote and ensure the health and safety of pupils, staff & visitors (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 Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Other requirements:

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

Conduct

- To be familiar with all relevant school policies, rules and procedures and any changes to these.
- To adopt a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children/staff and visitors in a polite, professional and friendly manner at all times and to seek guidance where necessary from the premises manager.

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Site Assistant

Person Specification

1. Experience

- Handyperson experience
- Supervisory experience (where relevant)
- Gardening or grounds maintenance qualifications or experience - desirable

2. Qualifications

- Willingness to undertake induction training
- NVQ 1 **OR** equivalent qualification or equivalent experience or willingness to train to achieve these

3. Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Ability to work as part of a team
- Willingness to use relevant equipment
- Ability to relate well to children and adults
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards