

**Role Profile**

<b>Job Title:</b>	Site Assistant	<b>Grade:</b>	Grade D
<b>Department:</b>	Operations	<b>Base:</b>	Millbay Academy, Plymouth
<b>Reports to (Job Title) :</b>	Site Manager	<b>DBS check required:</b>	Enhanced DBS check required

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>The post holder will follow all policies and procedures as defined by the Learning Environment Manual and follow associated task sheets, keeping records as required.</li> <li>Under the supervision of the Site Manager assist with the general security of the school premises. Assist with the maintenance of the premises, machinery and plant equipment.</li> <li>Carry out daily inspections of the premises to identify damage and/or vandalism and to report findings to the Site Manager to help maintain the internal and external fabric of the school premises as a safe working and learning environment.</li> </ul>
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<b>Decision Making</b>	<ul style="list-style-type: none"> <li>The job involves working from instructions, but making minor decisions involving the use of initiative.</li> <li>Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.</li> </ul>
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<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>Responsible for following the requirements of the Learning Environment task sheets which define minimum daily, weekly, monthly, termly and annual tasks associated to the safe operation of school buildings and their sites, recording details as required.</li> <li>Responsible for the general security of the school premises under the supervision of the Site Manager</li> <li>Carry out key holder duties and respond to emergency call-outs</li> <li>Assist with the maintenance of the premises, machinery and plant equipment</li> <li>Undertake letting duties ensuring the agreed user requirements are met</li> <li>Carry out the supervision and allocation of work to a team of cleaning staff ensuring all cleaning is to a satisfactory level and undertake the induction and instruction of cleaners</li> <li>Responsible for ordering a limited range of cleaning materials i.e. soap, towels etc.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Carry out daily inspection of the premises to identify damage and/or vandalism and report findings to the Site Manager.</li> <li>• Clear litter daily to ensure compliance with the Environmental Protection Act</li> <li>• Carry out general maintenance duties to include; replacement of tap washers and ball valves; repair of door and window furniture; fitting of coat hooks, shelves and display boards; re-hanging of doors; carry out repairs/make good chairs and tables etc.</li> <li>• Carry out grounds maintenance tasks to include; weeding hard paved areas; treating pathways, steps etc. with salt, sand and grit; painting and decorating as required and undertaking spring-cleaning including some high level cleaning</li> <li>• Maintain and repair glazing, maintain and repair vinyl and ceramic floor and wall tiling, minor plastering i.e. patching walls</li> <li>• Undertake other duties appropriate to the grade of the post</li> </ul>
<b>Demands</b>	<ul style="list-style-type: none"> <li>• Ongoing considerable physical effort is required to push, lift, bend and stretch and to carry furniture, equipment and supplies.</li> <li>• The post requires general awareness and sensory attention with periods of concentration for up to two hours whilst carrying out repair and maintenance work.</li> <li>• There will be some work related pressure from conflicting work demands, deadlines and interruptions.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Post holder is required to work outdoors for a considerable proportion of the working week in all weathers.</li> <li>• Post holder may be exposed to disagreeable working conditions e.g. cleaning up bodily fluids, working in confined spaces or with unpleasant/hazardous materials and exposure to dirt, dust and noise from machinery and equipment.</li> </ul>
<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Understanding of basic maintenance work and the safe use of associated tools and equipment</li> <li>• Knowledge of Health and Safety at Work Act including COSHH regulations</li> <li>• Experience of carrying out administrative processes relevant to the job</li> <li>• Experience of staff supervision</li> <li>• Numeracy and literacy skills to carry out the above functions</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Minibus test certificate</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• The post holder will be required to solve varied problems arising from staffing issues and cleaning duties</li> <li>• The role involves exchanging information, both orally and in writing, with other staff and occasionally with contractors and visitors to the school. Some tact may be required</li> <li>• Considerable precision required to operate hand tools and associated equipment and machinery</li> </ul>

	<ul style="list-style-type: none"> <li>• There may be a requirement to drive the school minibus, therefore a full clean driving licence is required</li> <li>• The post holder will be required to participate in regular training associated to the safe operation of a school building and its site.</li> <li>• The post holder will be required to communicate with Learning Environment colleagues and consultants via email and telephone.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Corporate Standards</b></p>	<ul style="list-style-type: none"> <li>• The post holder will follow all policies and procedures as defined by the Learning Environment Manual and associated task sheets, keeping records as required.</li> <li>• The post holder may at times be asked to visit other Reach South schools in Plymouth to assist with similar duties.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the Trust equalities policy and relevant legislation.</li> </ul>