

## Job Description

|                          |                                              |
|--------------------------|----------------------------------------------|
| <b>Post Title:</b>       | <b>Site Assistant</b>                        |
| <b>Location:</b>         | <b>George Spencer Academy</b>                |
| <b>Salary/Pay Range:</b> | <b>NJC05-09</b>                              |
| <b>Hours of work:</b>    | <b>Full Time, Permanent</b>                  |
| <b>Reporting to:</b>     | <b>Site Manager / Assistant Site Manager</b> |

### Purpose of Role

- To assist the Site Manager and Assistant Site Manager with the day to day running of the school site.
- To ensure the Academy is a safe environment for all who attend the site including attending to duties which include security, maintenance and cleanliness.
- To ensure the cleanliness and general appearance of the site are maintained in accordance with the Spencer Academies Trust standards. This will include a range of duties and responsibilities connected with the grounds of the academy.

### Nature and Scope

Working as part of this important team you will be required to carry out the duties outlined below. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

### Main Duties and Responsibilities

#### Health and Safety

- Working with the rest of the Site team, to continually assess the site for Health & Safety risks and report / deal with them as appropriate.
- Ensuring EVERY and other health and safety management system allocations, processes and practices are completed accurately and timely.
- Assist in reporting and dealing with any leaks, floods, fires and breakages as appropriate.
- Alongside the Site Operative, collect and dispose of waste in a safe and hygienic manner.
- Ensure that all areas of the Academy are kept clean and tidy.
- Ensure caretakers storage areas are organised and equipment is put back in an appropriate and safe manner.
- Take care of any tools used with a regular maintenance programme in place and checking for issues.
- Emptying of internal bins particularly from the dining hall in a safe manner which will not encourage rodents.
- Adhere to the COSHH/MSDS regulations for all cleaning materials, paints and repair materials.

**Deliveries:**

- Take delivery of parcels, deliveries, stores materials and other goods.
- Move deliveries around the site to stores and given areas as appropriate.

**Furniture Moving:**

- To undertake portage tasks as required including setting up and clearing away furniture, with due regard to current Health & Safety and Lifting & Handling regulations.
- Set up for assemblies and events in various areas of the school including the use of tiered seating in the Sports Hall.
- Setting up of sports equipment e.g tennis nets, netball posts, football goals.

**External Areas:**

- Maintain cleanliness and general tidiness of all external areas in conjunction with the rest of the site team.
- Assist with the cleaning and clearing all drains and gullies to ensure effective and healthy operation, emptying of litter bins.
- To assist with clearing and ensuring safe pedestrian access to the school and on the school site in particular during adverse weather conditions (eg, snow clearing, gritting, leaves etc).
- To ensure the grounds are clean and presentable, where required to undertake basic gardening maintenance duties.

**Other specific duties include:**

- Be responsible as key holder for the premises and undertake unlocking and locking up of the site including windows and doors and the main gates as required.
- To undertake minor handyman tasks or assist other members of the site team with minor plumbing issues, joinery and building maintenance issues.
- To attend, as necessary, to visitors, such as contractors, utility supplier representatives, and monitor any work being carried out.
- In conjunction with the Contract Cleaners, ensure that standards of cleanliness are maintained. To undertake cleaning duties, interior and exterior, as appropriate.
- To comply with statutory regulations relating to asbestos, PAT, legionella and emergency light testing, gas and electrical testing and to read, understand and adhere to risk assessments as appropriate.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

**Additional Information**

Although a 37 hours week is in operation, the nature of the post may require flexible working patterns to meet the needs of the Academy and the rest of the site team. Consequently, working arrangements will be determined by the Principal/ Head of School / SLT. Prolonged working above the 37 hours may attract time off in lieu where this is agreed in advance by the Principal / Head of School / SLT.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

|                                                                                                                                                   | Desirable | Essential |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications and experience</b>                                                                                                              |           |           |
| Good standard of education GCSE Maths and English grade C or equivalent                                                                           | X         |           |
| H&S qualifications                                                                                                                                | X         |           |
| Recognised training/qualification associated with site management                                                                                 | X         |           |
| Previous experience in an educational environment                                                                                                 | X         |           |
| <b>Knowledge and skills</b>                                                                                                                       |           |           |
| Ability to communicate clearly orally and in writing and able to work collaboratively with others                                                 |           | X         |
| Ability to work within school based systems and specified timelines – using Academy procedures                                                    |           | X         |
| Thorough and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc) |           | X         |
| Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.                                                          | X         |           |
| <b>Personal qualities</b>                                                                                                                         |           |           |
| Excellent interpersonal skills                                                                                                                    |           | X         |
| Initiative and ability to prioritise own work and that of others to meet deadlines. Efficient and meticulous in organisation                      |           | X         |
| Able to follow direction and work in collaboration with the site team                                                                             |           | X         |
| Able to work flexibly, adopt a hands on approach and respond to unplanned situations                                                              |           | X         |
| Ability to evaluate own development needs and to address them                                                                                     |           | X         |
| Commitment to the highest standards of child protection and safeguarding                                                                          |           | X         |
| Recognition of the importance of personal responsibility for health and safety                                                                    |           | X         |
| Commitment to the Trust's ethos, aims and whole community.                                                                                        |           | X         |