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**Redland Green School**  
**Site Operations Assistant Job Description**

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<b>Hours</b>	37 hours per week, all year round
<b>Grade / Salary</b>	NJC 6-7 £25,989 - £26,403 Actual Salary and full-time equivalent
<b>Contract Type</b>	Full-time
<b>Annual Leave Entitlement</b>	26 days for up to 5 years continued service, 31 days thereafter – This is an all year round post and a maximum of 10 days holiday will be able to be taken during the summer holiday period.
	<p><b>Purpose of the role</b>  The Site Operations Assistant supports the daily operations of the school, ensuring a safe, organised, and efficient learning environment for students. This role focuses on facilities support, estates supervision, logistics, and event coordination, and requires strong situational awareness, professionalism, and the ability to work effectively with adolescents and staff in a dynamic school setting.</p> <p>This role requires attendance to our playing grounds which are located at a short distance. If the successful applicant has a driving licence, their insurance should be for business use, which normally does not increase the cost.</p> <p>The successful applicant will have practical maintenance skills and be willing to work unsupervised and as part of a team. You may also be asked to act as a school first aider as required, training will be provided for this. Experience in the use of ICT is required to use a number of systems.</p> <p><b>Key Duties (Responsibilities &amp; Accountabilities)</b></p> <p><b>Operations &amp; Facilities</b></p> <ul style="list-style-type: none"> <li>• Maintain the grounds, building and facilities to standards prescribed by the Trust</li> <li>• Make observations of cleaning and grounds maintenance needs and report back to Site Operations Manager</li> <li>• Respond to the routine maintenance and repair of buildings and facilities, including work logged, and compliance monitoring software requirements and undertake minor repairs, maintenance, redecoration and compliance tasks (when a non-specialist / qualified person is required)</li> <li>• Escort contractors where repair or maintenance work is required and observe their safe working practices and standard of their work, reporting to Site Operations Manager as necessary</li> <li>• Carry out sweeping, tidying, graffiti removal and any other maintenance duties, including the proactive monitoring of the online job</li> </ul>

logging system

- Ensure that items of equipment and disposable resources pertaining to the job are stored securely and in a tidy and accessible manner
- Proactively monitor the site and empty bins, collect paper and cardboard, broken furniture and anything that is out of place, ensuring waste is appropriately disposed of following not only manufacturers' requirements but also environmental needs (i.e. reuse, reduce, recycle)
- Maintain all areas, car parks and routes around the premises as tidy, free of litter, safe and clear as possible, presenting the school in the best way
- Assist in managing the site through inclement weather
- Assist with daily setup and breakdown, including classrooms, common areas, and outdoor spaces
- Set up and break down spaces for assemblies, testing and events
- Assist with lettings and liaise with hirers who use our facilities usually in the evenings and/or during school holidays
- Ensure hygiene standards are always met, including replenishing soap, toilet paper, hand paper towels and hand sanitiser daily

### **Safety & Security**

- Ensure the security and safety of the site by:
  - o Limiting access to authorised personnel
  - o Responding appropriately to emergencies, including fire panel responsibilities
  - o Locking and unlocking the school buildings and grounds, setting the alarm system (including problem solving)
  - o Working safely within Health & Safety H&S policies, completing H&S compliance training relating to all relevant aspect of responsibilities and duties
  - o Carrying out H&S related jobs to ensure compliance
- Monitor hallways and common areas to ensure a safe and orderly environment
- Support emergency drills and school safety protocols
- Communicate concerns related to student behaviour or safety to school leadership
- Implement and monitor H&S systems, including COSHH
- Conduct routine walkthroughs to identify safety hazards or maintenance needs, taking action when possible and reporting serious hazards to the Site Operations Manager
- Understand the importance of risk assessments and ensure that assessments are carried out for activities within the remit

### **Logistics & Event Support**

- Support events and extracurricular activities, which will include the need for manual handling and working at heights:
  - o Set up – putting out chairs, exams desks, display boards and other items, liaising and coordinating with other departments
  - o Break down – take down all items after events, ensuring safe and tidy storage
- Assist with deliveries and transportation of items, providing operational support as required
- Help with technology and equipment setup for classrooms and events
- Provide operational support during events, including acting as the nominated first aider outside of school hours (including evening events)

	<p><b>Administrative &amp; Operational Support</b></p> <ul style="list-style-type: none"> <li>• Maintain an inventory of all tools / machinery and their location, including records of items borrowed by other departments, with cost saving and sustainability in mind</li> <li>• Maintain an inventory of furniture, equipment, and operational supplies</li> <li>• Check stock (e.g. toilet paper, regularly used products) and place orders in good time to always maintaining minimum desirable levels</li> <li>• Use effectively the shared team email account, the online call logger and other ICT systems (e.g. Google Drive, SharePoint, Teams, etc.) to record completion of jobs, upload documents that demonstrate compliance (H&amp;S and other requirements), etc.</li> <li>• Assist with scheduling and tracking completion of maintenance and service requests</li> <li>• Support compliance with school operational policies and procedures</li> <li>• Perform additional duties as assigned to support school operations</li> </ul> <p><b>General accountabilities</b></p> <p>A. So far as reasonably practicable, the post holder must promote safe working practices in their area of responsibility and maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.</p> <p>B. Work in compliance with the Codes of Conduct, Regulations and policies of the over-arching Multi Academy Trust</p> <p>C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards</p>
	<p><b>Dimensions</b></p> <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> <p><b>Special Notes</b></p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</li> </ul>

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Site Operations Assistant</b>
<b>Location:</b>	<b>Redland Green School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• ICT knowledge to use different online based systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school, facilities, or operations setting</li> <li>• First Aid experience</li> <li>• Knowledge of Health &amp; Safety</li> <li>• COSHH experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong organizational and communication skills</li> <li>• Ability to work independently and exercise sound judgment</li> <li>• Comfort interacting with and supervising secondary-aged students</li> <li>• Ability to lift, move, and set up furniture and equipment</li> <li>• Mature attitude to work, with ability to work in a team and independently</li> <li>• Calm under pressure</li> <li>• Ability to stand, walk, bend, working indoors and outdoors in varying conditions</li> <li>• Availability to work shift pattern, including evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience in secondary school operations or campus supervision</li> <li>• Knowledge of school safety procedures and emergency response</li> <li>• Basic technology skills (email, spreadsheets, work order systems)</li> <li>• Commitment to contributing to a diverse, including and supporting work environment, championing the school's values</li> </ul>

### Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

### Probation period

All new members of staff will complete a probation period as per their induction process.

### Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

### Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.