

JOB DESCRIPTION

Job Title: Site Assistant
Grade: H3
Hours: 37 hours per week, Monday – Thursday 12.00 – 20.00, Friday 11.00 – 18.30

1. PURPOSE OF YOUR JOB

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

The Site Team are responsible for:

- The day-to-day operational management, safety and security of the school site.
- Ensuring that the school is well-maintained, safe and secure for all users.
- Providing a clean and safe environment for users of the school buildings and grounds.
- Carrying out maintenance and repair work requiring non-specialist skills, to the school building, grounds, fixtures and fittings as required.
- Assisting with transporting our pupils to school events.
- Assisting with the Lettings, bookings, set up of equipment, supervision of evening meetings.

2. MAIN AREAS OF RESPONSIBILITY

Tasks will vary on a daily basis and will include:-

- Ensuring the security of the school's premises and grounds, locking at the appropriate times, closing of windows and setting of alarms.
- Maintaining a visible presence whilst on duty and remain contactable via the schools designated mobile phone.
- Monitoring of and liaison with hirers of facilities, and contract staff (as appropriate).
- To set up specific areas of the school to meet events / hirer's requirements and to ensure the area is left at the end of the evening ready for school purpose, ensuring due regard to health and safety
- Maintenance of the 3G Astro pitch surface, moving of goals and nettings.
- Driving of the school mini buses as and when required
- Daily operational maintenance of the swimming pool, applying chemicals where appropriate
- Daily replenishment of the washroom consumables and ensuring that the site is in good order.
- General cleaning duties around the site
- Deliver parcels and packages to appropriate departments / personnel
- General portorage duties, including movement of furniture and equipment within the school
- To keep the gardens, thoroughfares and highway footpaths clear and free from litter at all times, emptying outside bins
- Handyperson duties which may include non-specialist decorating tasks and minor repairs to furniture and fixtures, (including lamps and light tubes).
- To carry out painting and decorating throughout school
- The use and maintenance of hand tools and basic light machinery and plant, ensuring all equipment, machinery is kept secure
- Undertake light gardening duties

- To carry out gritting, salt spreading, snow cleaning, as necessary, including highway footpaths through the school.
- Operation of the school's heating plant.
- To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health and Safety at Work legislation, including maintaining asbestos log.
- To be aware of and report any security risks posed within the school to the Site Manager
- Reporting both written and verbal, of faults requiring specialist skills.
- To carry out other tasks as designated by the Site Manager, and undergo training as required

3. PERSON SPECIFICATION.

The person appointed will:

- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of the school
- Be open minded and willing to undergo training as required and for self-development
- Be able to use your own initiative
- Have a current driving licence (D1 desirable)

4. ORGANISATION CHART



5. SHIFT PATTERN

- 37 hours per week, Monday – Thursday 12.00 – 20.00, Friday 11.00 – 18.30
- 1 in 4 weekend cover rota – additional pay.
- Some evening shift cover will be required.
- Alarm Call out shift duties – additional pay.

6. SUPERVISION

The post holder will be directly accountable to the Site Manager and will be expected to work closely with the Premises Team to supervise:

- Visitors and hirers of the premises
- Building surveyors and appropriate externally appointed staff
- Caretaking, cleaning and maintenance staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience in the building trade i.e. carpentry, plumbing, electrics, plastering would be advantageous
- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential.

- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post is essential.
- A sound knowledge of D.I.Y. skills is essential.
- Good understanding of safeguarding children within schools
- Be aware of and ensure that pupils have equality of access to opportunities to learn and develop
- A clean driving licence would be an advantage.
- D1 Minibus License or willingness to undertake training.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.