

Casual Site Support Assistant

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Casual Site Support Assistant</p> <p>Department: Operations</p> <p>Location: Bedford School</p> <p>Job purpose: To provide practical support in the movement, setup, and relocation of departments across the school site around times of high volume (specifically outside termtime)</p> <p>Reporting Line: Head of Operations</p> <p>Hours: Covering shifts according to operational need, typically between 7am and 6pm Monday to Friday</p>
<p>Main duties and responsibilities</p>	<p>Facilities</p> <ul style="list-style-type: none"> • Support the physical relocation of departments, including moving furniture, equipment, and resources between areas of the school. • Assist in setting up classrooms, offices, and shared spaces in line with agreed layouts and requirements. • Dismantle and reassemble furniture where required. • Ensure all areas are left clean, organised, and ready for use following moves. • Support the Estates team in maintaining the general presentation and functionality of the site. <p>Health and Safety</p> <ul style="list-style-type: none"> • Carry out all manual handling activities in line with health and safety guidance and training. • Ensure safe working practices are followed at all times when moving equipment and furniture. • Identify and report any hazards, damages, or maintenance issues promptly. • Check that spaces are safe and fit for purpose before and after

	<p>relocations.</p> <p>Team Working</p> <ul style="list-style-type: none">• Work closely with Estates, IT, Cleaning, and other support teams to coordinate moves effectively.• Communicate clearly with staff to ensure requirements are understood and delivered.• Provide a helpful and professional service to internal stakeholders across the school. <p>5. General Duties</p> <ul style="list-style-type: none">• Assist with deliveries, including unloading and distributing items across the site.• Support stock movement and storage organisation.• Attend relevant training (e.g. manual handling, health and safety).• Be flexible and willing to support wider site and estates duties as required.• Undertake any other duties commensurate with the role.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Seasonal Events Support

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good general standard of education	First Aid qualification	<i>Certificates</i>
Experience	Experience in customer facing role, (either paid or voluntary) Can demonstrate effective time management and willingness to work as part of busy team.	Experience in a similar type of role	<i>Application form and references</i>
Skills and Knowledge	Effective interpersonal skills Effective time management and organisational skills. Ability to meet deadlines effectively High standards of self-motivation, self-discipline and integrity Ability to use own initiative and be proactive in finding solutions to problems Ability to work as part of a team Able to work alone and complete tasks, remaining calm under pressure if disputes arise Knowledge and understanding of health and safety issues Knowledge and understanding of child protection issues	Demonstrate ability to manage and influence whilst maintaining good working relationships	<i>Application form, references and interview</i>

Personal competencies and qualities	Willingness to attend on-going training Flexible approach		<i>Interview and references</i>
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