



## Job Description

| Post Title     | Salary  | Reviewed       |
|----------------|---------|----------------|
| Site Assistant | Grade 8 | September 2026 |

**Managed by:** Estates Manager

### Job Purpose

To undertake a wide range of duties and responsibilities connected with the trust sites buildings and environments providing an efficient, effective and professional site service for the trust. Including:

- To co-ordinate the security of the school buildings and carry out a programme of reactive and planned maintenance work.
- Liaise with contractors and monitor the repair and maintenance work of others, helping to ensure the smooth running of the school estates.
- Undertake regular checks, internal and external maintenance and maintain the cleanliness and professional appearance of buildings and grounds at all times.

### Key Job Outcomes

#### Safety and Security

To ensure the safety and security of school estate by:

- Limiting access to authorised personnel;
- Responding appropriately to emergencies;
- Locking and unlocking the school buildings and grounds;
- Working safely and on a daily basis identifying potential safety risks on site, taking remedial action and/or reporting them to the Estates Manager as appropriate;
- Routinely check operation of school systems including CCTV, Access Control and fire safety appliances ensuring any issues are reported as appropriate;
- Raising awareness and sharing H&S information with the other school staff;
- To act as keyholder for emergency call-outs.

#### Maintenance & Compliance

To ensure the maintenance of the school's grounds, buildings and facilities to standards prescribed by the Trustees by:

- Contributing and participating in the formulation of site action plans.
- Monitoring cleaning and grounds maintenance contracts.
- Responding to the routine maintenance and repair of buildings and facilities.
- Proactively monitor and respond to tasks listed on the online premises compliance portal.

- Arranging and scheduling of contractors as directed by the Estates Manager.
- Escorting contractors to sites where repair or maintenance work is required and monitoring their safe working practices and the standard of their work (reporting to the Estates Manager as necessary).
- Carrying out emergency cleaning.
- Sweeping the playground clear of leaves, litter and sharp objects.
- Carrying out a range of handy person duties and portering as required including painting, basic plumbing and basic carpentry;
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely;
- Carry out and ensure compliance checks are completed, e.g. weekly fire alarm testing, weekly flushing of unused water outlets, monthly emergency light testing, meter readings and monthly fire extinguisher checks.
- Seasonal weather duties (e.g. clearing of snow, gutters and drains)

### **Fleet management**

To ensure the schools vehicles are maintained as required by:

- Carrying out basic vehicle maintenance.
- Making arrangements for MOT and servicing.
- Ensuring a cleaning schedule is in place for each vehicle.
- Carrying out regular checks of vehicles, to include tyre pressures, oil level, lights, screen wash, etc.

### **Supervision**

- Provide assistance and support to the other site assistants as directed by the Estates Manager.
- To monitor the work of contract staff ensuring work is completed to agreed standards and carried out safely following agreed H&S arrangements (e.g. cleaners, builders).

### **Health and Safety**

- Follow all Trust Health and Safety policy, risk assessments and procedures.
- Responsible for monitoring and escorting contractors working on site.
- Act as a Fire Warden for the School.

### **Other**

- Physical effort- At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties, e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture.
- As a keyholder, the post holder should be contactable outside of normal working hours in case of emergency and respond accordingly.

### **Developing North Star Academy Trust**

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives.

### **General Accountabilities**

- So far as is reasonably practicable, the post holder must ensure that safe working

practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and codes of practice.

- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.