

# Site Assistant

## Primary & Secondary Phase



# WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

### Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ

**GRADE:**  
NJC Scale E4-5

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Site Manager

### BROAD DESCRIPTION OF ROLE

- ✓ **Working Pattern: Monday to Friday 3pm until 8pm, 52 weeks a year**
- ✓ The Site Assistant is to support the Site Manager in planning to ensure future needs of the school are catered for and the day-to-day operational management, safety and security of the school site.
- ✓ The post holder is responsible for ensuring that the school is well-maintained, safe and a secure site for all users.
- ✓ The Site Assistant will ensure high standards of site supervision and effective use of resources to enhance the learning environment for learners and staff.
- ✓ The site assistant will need to be able to travel between school sites across the trust.

### SCHOOL SUPPORT

- ✓ To support the Site Manager, Trustees and the Headteacher/Head of School in the security and health and safety of the school site in order to protect and safeguard the school community.
- ✓ To monitor the school's health and safety policy to ensure that a safe environment for learning is developed and the learners' wellbeing is an essential part of the running of the school.
- ✓ To work with the Site Manager, Site Team and Senior Leadership Team to develop, manage and maintain the premises and grounds so that as a resource it most effectively supports the educational needs of the staff and learners.
- ✓ To carry out preventative or remedial maintenance and local modifications within the scope of the site team's qualifications and experience.
- ✓ To take responsibility for the security of the premises and contents; acting as one of the designated key holders. Locking up the building and site each evening.
- ✓ To carry out cleaning duties.
- ✓ To manage the cleaning team on site each day.
- ✓ To assist in arranging the periodic maintenance and daily operation of the school intruder alarm system, fire alarm system and software, firefighting equipment, CCTV and emergency lighting through authorised contractors.
- ✓ To advise the SLT in an emergency or criminal situation and liaise with external agencies such as Police or insurance companies as required, if Site Manager is not available.
- ✓ To assist in keeping accurate records for fire safety checks on equipment and fire drills.
- ✓ To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

### SITE MANAGEMENT

- ✓ To work with the Site Manager, Senior Leadership Team and Trustees to address priorities identified in the rolling programme of Planned Maintenance across the school, including replacement of windows, fixtures and fittings, flooring etc. and arrange the necessary quotations for their replacement or carry it out in-house.
- ✓ To perform emergency and routine maintenance across the site in a safe and controlled manner and advise on use of external contractors as appropriate.
- ✓ To engage, manage and monitor external contractors and liaise with them whilst on site. This includes overseeing the work carried out and signing off when work is completed and approved.
- ✓ To assist in portage duties e.g. deliveries, moving furniture and equipment etc.
- ✓ Deal with emergencies e.g. leaks, broken boilers, liaising with the SLT to ensure the school can function with regard to safety requirements and plan proactively to minimise them.

### ENERGY/ENVIRONMENT MANAGEMENT

- ✓ To assist in energy conservation initiatives including water management programmes, electricity watch etc. to ensure efficient use of resources.

- ✓ To assist with the environmental management of the site including waste management, recycling projects etc.
- ✓ To ensure acceptable standards of hygiene and cleanliness are maintained across the site

### SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

### HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

### TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

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*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*