

JOB DESCRIPTION

Job Title: Site Assistant	
Section: Facilities Department	Reports to: Estates Manager
Working Pattern: 37 hours per week	Working Weeks per annum: 52

PURPOSE OF JOB

To work as part of a Facilities Team to help provide a safe, efficient and effective learning and working environment for students and staff.

Assisting the Estates Manager and Facilities team to manage, develop and support the caretaking and cleaning team to ensure high standards and to contribute to the aims of the school.

MAIN DUTIES AND RESPONSIBILITIES

1. Security of premises

- Ensure that the school is open and accessible for staff and students each school day and at other times for persons who have hired the premises for private use.
- Ensure that all doors and windows are secured and all lights and heaters are switched off after use and at the end of each day.
- Ensure that external gates are locked and/or barriers are used at certain times as directed.
- Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
- Carry out any necessary duties associated with setting and monitoring the intruder alarm and fire detection system.
- Undertake regular checks of the location and integrity of fire extinguishers, reporting to the Facilities team when issues have arisen.
- Undertake weekly inspection of all external security doors and designated fire doors ensuring that they are operable, reporting to the Facilities team when issues have arisen.
- Undertake the responsibility of keyholder.

2. Health and Safety

- To complete all required Academy Health and Safety checks and ensure that all records are kept up to date in compliance with the academy policy for,
 - Smoke alarms / detectors
 - Fire drills
 - Fire signage
 - Fire extinguishers
 - Fire blankets
 - Testing emergency lighting
 - Water temperature
- To oversee the annual electrical tests (PAT) of all appliances across the site.

- To ensure that allocated First Aid boxes are stocked and materials are in date.
- To help train other staff in aspects of Health and Safety.
- To contribute to any external Health and Safety or Fire Risk inspections by third parties.
- Report Academy-wide Health and Safety issues to the Compliance and Health & Safety Manager
- To record all accidents and near-misses in accordance with Academy policy.
- To work closely with the Health and Safety governor.
- To attend training on matters regarding Health and Safety.
- Ensuring contractors on site are working safely.

3. Maintenance

- To proactively attend to maintenance tasks and minor repairs to furniture, fixtures and fabric of the site and to determine in consultation with the Facilities team those works which can be undertaken directly or the need to procure external contractors.
- To be able to undertake basic maintenance tasks to an acceptable standard for example:
 - To build self-assembly furniture
 - To carry out basic plumbing
 - To order and fit windows and window catches and glazing
 - To plaster walls
 - To paint around the school
 - To relay paving slabs around the school
 - To repair fencing
- To work as part of the Facilities Team contributing to building and decoration projects anywhere across the Academy.

4. Porterage

- To routinely move and check off small deliveries and move larger deliveries e.g. furniture as required.
- To ensure that waste is sorted as necessary, collected and moved to collection points.
- To set up rooms for events and meetings as required e.g. putting out and away chairs and refreshments.

5. Heating and Lighting

- To ensure central heating is working and alter timers/clocks as required and that the school is at the required temperature each school day.
- Maintain an inventory of, and distribute a supply of temporary space heaters for use in the event of heating failure.
- Record gas, electricity and water usage across the site by monthly recording of all meter readings.
- Proactively or as directed, replace light bulbs and tubes, applying appropriate health and safety regulations.

6. Cleaning of Premises

- Undertake cleaning duties, in line with job description for a cleaner and ensure that the whole school is cleaned using approved and appropriate materials.
- Keep a check on cleaning materials and purchase when necessary using the school ordering procedure.
- Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc and all drains and gullies are kept clear and free flowing.

7. Driver of school vehicles

- To drive the school vehicles when required.

8. Grounds maintenance

- Undertake grounds maintenance duties ensuring that the site is maintained to required standards.

MAIN DUTIES AND RESPONSIBILITIES – OTHER

9. Other Duties

- Prioritise workload as directed by the Estates Manager and Facilities team
- Carry out reasonable instructions of the Estates Manager
- To maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required from time to time.
- To work within and encourage the Trust's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.
- To carry out duties in accordance with the Trust's values, mission and vision.
- Attend INSET, appropriate training, (including training in asbestos procedures) and relevant meetings as required and participate in the Trust's staff performance. Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Trust in health and safety matters.

Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Numeracy, literacy, and communication skills are essential	GCSE Grade C or above in English and Maths (or equivalent)	
KNOWLEDGE	An understanding of the main Health & Safety Regulations, including: <ul style="list-style-type: none"> • A sound knowledge of the building cleaning standards 	Experience of working within an educational setting	

	<p>contained in the Building Cleaning specification.</p> <ul style="list-style-type: none"> • Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handy person • Ability to carry out repair and maintenance work with expertise in DIY – e.g. woodwork, plumbing, painting and decorating skills • Experience of keeping work records • and decorating skills • COSHH and risk assessment, and how they apply in a school environment 		
EXPERIENCE	<ul style="list-style-type: none"> • Experience of caretaking 	Working in a school environment	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks. • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date. • Ability to act on own initiative, dealing with any unexpected problems that arise. • Ability to demonstrate good inter-personal skills to communicate with a range of people and students. • Ability to work effectively and supportively as a member of the school team. 	<p>Evidence of recent training</p> <p>Training qualifications</p>	

OTHER	<ul style="list-style-type: none"> • Share CWAT values • Awareness of and commitment to Equality & Diversity • Willing to travel and work flexibly • Desire to develop and undertake training as required • An enhanced DBS check will be needed for this post. 		
--------------	--	--	--

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Line Manager, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Signature Job Holder:.....

Date:.....