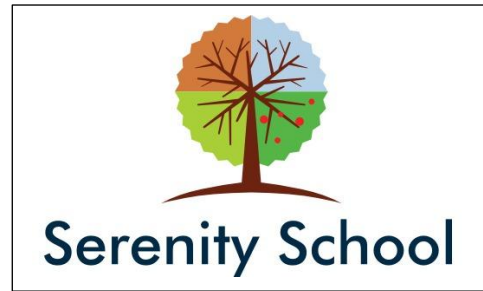


Job Description

Site Assistant

Hours: 45.5 hours per week

Contract: Full Time, Permanent



Main Job purpose

To support the Site Manager in maintaining a safe, secure, clean, and well-maintained school environment.

The Site Assistant will work proactively alongside the Site Manager, supporting the effective day-to-day operation of the school site and deputising as required during periods of absence, under the general supervision of the School Business Manager (SBM), Estates Manager, and Headteacher.

Main responsibilities:

- Support the Site Manager in maintaining the security and safety of the school premises and, when required, act as a key holder in the Site Manager's absence.
- Assist with opening and closing the school premises outside of normal school hours and support security procedures in line with school policies.
- Support transport and logistics arrangements, including assisting with the coordination of the school shuttle service, as directed by the Site Manager.
- Support the Site Manager in ensuring the school site is maintained in a safe, orderly, and operational condition, reporting any issues promptly and assisting with appropriate action.
- Assist with general site maintenance, repairs, and upkeep as required, ensuring the school environment remains fit for purpose and well presented.
- Support the coordination and supervision of contractors working on site, ensuring safe working practices are followed in accordance with school procedures.
- Assist with the monitoring and management of site resources, supplies, and equipment, including the safe storage and distribution of materials.
- Support the upkeep, cleanliness, and safety of internal and external areas of the school to ensure a positive environment for pupils, staff, and visitors.
- Assist with the preparation, set-up, and clearing of spaces for school activities, events, and daily operational needs.
- Support waste management and site logistics in line with school requirements.
- Work flexibly to support the changing operational needs of the school site.

Health and Safety

- Comply with all relevant health and safety legislation, school policies, and procedures.

- Support the Site Manager in promoting a strong culture of health and safety across the school site.
- Take reasonable care for the health and safety of yourself and others, including working in line with lone working arrangements where applicable.
- Report hazards, defects, or concerns promptly and take appropriate action within the scope of the role.
- Carry out duties in accordance with COSHH regulations and safeguarding requirements.

Resources

- Use tools, equipment, and materials safely and appropriately, in line with training and guidance provided.
- Use cleaning equipment and materials responsibly; training will be provided as required.
- Support the identification of resources or improvements that contribute to the effective operation, safety, and presentation of the school site.
- Develop and maintain an understanding of site systems and procedures relevant to the role; training will be provided where necessary.

Knowledge and Skills

- Willingness to undertake training and professional development to support the requirements of the role.
- Basic site, maintenance, or facilities-related skills, with a practical and proactive approach to work.
- Ability to adapt to changing priorities and support the Site Manager effectively.

Supervision and Management

- The post holder will work closely with the Site Manager and may be required to work independently at times, including during school holidays, in line with lone working guidelines.
- The Site Assistant will support the Site Manager with the coordination and oversight of site-based activities as required.

Key contacts and relationships

- Daily contact with the Site Manager, Headteacher, and other nominated staff.
- Build positive working relationships with staff and visitors, responding appropriately to reasonable requests for assistance.
- Be flexible when required to work outside normal hours in return for overtime payment or time off in lieu, for example during school events.
- The role involves some physical activity, including moving equipment and furniture, in line with safe working practices.

Person Specification:

Essential:

- Practical approach to site or facilities-related work
- Proactive, flexible, and reliable
- Ability to work effectively as part of a team and independently
- Awareness of health and safety in the workplace
- Commitment to safeguarding

Desirable:

- Previous experience in a site, caretaking, estates, or facilities role
- Experience working in a school or similar environment.

Safeguarding

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

The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures. Ongoing safeguarding training will be provided, and adherence to safeguarding responsibilities will be expected at all times.