



JOB DESCRIPTION | Site Assistant

Reports to:	Site Manager
Hours of work:	37 hours per week, 52 weeks per year
Salary Grade and Point:	OAT Grade 2, Points 3 - 5

ROLE PURPOSE

The post holder will work closely with colleagues in the premises team to ensure academy buildings, facilities and site services are maintained and operated to specific standards under the direction of the Site Manager.

MAINTENANCE

- To attend to all maintenance tasks and repairs as scheduled through the premises team, prioritising work and meeting agreed deadlines.
- To ensure all outside services are maintained, including drains and hard areas.
- To ascertain the need for external repairers and liaise with contractors as required.
- To contribute within the premises team to establish and implement maintenance schedules across the site.
- To ensure electronic maintenance logging software is used and adhered to.
- To ensure the academy maintenance logs are kept up to date and accurate by recording visits of contractors and work carried out on the academy site.

HEALTH & SAFETY

- To assist in ensuring all academy health and safety checks are carried out and ensure that all records are kept up to date in compliance with local authority, national and academy policies.
- To complete all compliance testing as directed by the Site Manager in line with academy, OAT and HSE requirements.
- To ensure car parks and access areas are clear and safe during winter periods, particularly supporting the site staff with snow/ice clearance.
- To attend training on matters regarding health and safety.

SECURITY

- To be an academy key holder, to check, lock and unlock buildings for site opening and closing on a shift rotation basis. To be named on the alarm response list to support out of hours in case of emergency.
- To assist with checking that all windows and doors are closed and that all academy gates are closed when the building is not in use e.g. academy holidays.
- To be familiar with the monitoring of CCTV equipment, its usage and maintenance when required in the absence of caretaking staff.

- To be familiar with the setting of the academy alarm. To take responsibility in the maintenance of this equipment in the absence of any caretaking staff.

GENERAL DUTIES

- To assist with routinely moving and checking off small deliveries.
- To assist with moving larger deliveries e.g. furniture as required.
- To ensure that waste is collected and moved to collection points.
- To assist with the setting up of rooms for events, exams and meetings as required.
- The duties of the post could vary from time to time as a result of new legislation, changes in technology, or policy changes. Appropriate training will be given to enable the post holder to undertake any new work.
- The post holder must be willing to be flexible with their working hours to meet the needs of the academy.

FLEXIBILITY CLAUSE

Other duties and responsibilities, express and implied, which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

PERSON SPECIFICATION | Site Assistant

Technical or specialist	
Broad knowledge of DIY equipment and competent in completing straightforward repairs	Essential
Able to effectively prioritise and manage workload	Essential
Knowledge of industrial cleaning products and the relevant health and safety guidelines	Desirable
Painting and basic carpentry	Desirable
Knowledge of security systems and alarms	Desirable
Basic knowledge of caretaking and cleaning	Desirable
Ability to use computerised systems	Desirable
Electrical competency certification	Desirable
Verbal, written and IT skills	
Ability to read and record written information e.g. meter readings, ordering supplies and maintain accurate compliance records e.g. fire inspections	Essential
Ability to communicate clearly at all levels with internal and external personnel	Essential
Advises Principal, Site Manager and other relevant staff on maintenance and repair work	Essential
Organisational	
Knowledge of health, safety and security policies and procedures, e.g. manual handling	Desirable
Knowledge of cleaning standards	Desirable
Knowledge and use of equipment	
Be aware of impact of differences when monitoring energy consumption	Essential
Ensure health and safety checks are carried out and records maintained	Essential
Problem Solving	
Ability to deal with varied problems within guidelines and refer to Site Manager when necessary	Essential
Identifying areas of improvement within the site and contributing to changes in working practice	Essential
Planning	
Supporting with short- and medium-term planning for materials, workload and equipment checks	Essential
Contributes to longer term site planning	Essential