



St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

Site Assistant Job Description

Reporting to: Site Co-ordinator

Job Title: Site Assistant:

Department: Site

Main Purpose of the Role

To support the effective operation, cleanliness, maintenance, and security of the school site and premises, contributing to a safe, welcoming, and well-maintained environment for pupils, staff, and visitors.

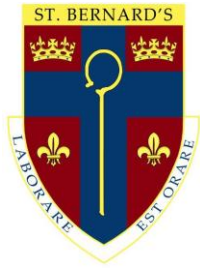
In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the school.

Key Responsibilities

- Assist in the day-to-day maintenance and cleaning of the school buildings and grounds
- Carry out minor repairs and maintenance tasks, using basic power tools as required
- Ensure the security of the school premises, including opening and locking up buildings in line with the shift pattern
- Monitor site health and safety, reporting any hazards or issues as appropriate
- Set up rooms for school activities and events, moving furniture and equipment as needed
- Support with some deliveries and waste management
- Assist with the management of heating, lighting, and alarm systems
- Undertake routine checks and record keeping, including fire safety and legionella checks
- Work at other local trust schools as required, providing site support as directed by the Operations Coordinator, Site Coordinator or Business Manager
- Respond to any urgent site issues as necessary

Organisation & Premises Management

- **Security:** Key holding and ensuring premises security
- **Heating & Utilities:** Managing heating systems and economic use of utilities
- **External Areas:** Cleaning external spaces, collecting litter, clearing drains and gullies
- **Winter Maintenance:** Treating paths and steps with salt/grit during ice and snow
- **Specialist Cleaning:** Cleaning of areas like kitchen extractors, boiler rooms and toilets
- **Contractor Liaison:** Establish constructive relationships with contractors/suppliers and be prepared to meet contractors out of hours subject to reasonable notice.



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- **Deputising:** in the absence of the site co-ordinator to take responsibility for site with support from senior managers.

Maintenance & Repairs

- **General Site Duties:** Day-to-day repairs and maintenance tasks
- **Painting & Decorating:** Undertaking painting and decorating work
- **Electrical Work:** Replacing lamps and tubes
- **Helpdesk** – Responding to site issues identified through the helpdesk and organising work through external contractors if required.

Resources & Facilities

- **Supplies:** Replenishing toilet supplies and ordering site-related supplies
- **Equipment Testing:** Arranging testing such as electrical appliance testing and visual inspections
- **Facilities:** Assisting with managing premises and minibuses
- **Furniture:** Laying out, clearing and stacking furniture for events
- **Utilities:** Regular gas/electric/water meter reading and recording

Health & Safety

- **Safety Checks:** Carrying out H&S checks as instructed
- **Monitoring Standards:** Monitoring safety/cleanliness standards and reporting concerns
- **First Aid:** Providing First Aid when appropriate

Administration

- **Maintenance Records:** using the school IT systems to update maintenance & health and safety records and respond to help desk tickets.
- **Ordering:** create purchase orders on the IT system and send to suppliers.
- **Procedures:** contribute to the development and maintenance of admin systems/procedures as required.

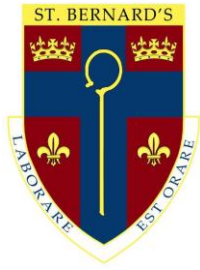
School Support

- **Equality:** Be aware of and support differences to ensure equal access of opportunities for all
- **Delivery Duties:** Receiving and distributing some deliveries to departments
- **Community Events:** Preparing for community and after-hours use
- **Safeguarding:** Complying with child protection, health and safety, site security, confidentiality and data protection policies
- **Meetings:** Attend and participate in meetings, training or other learning activities as required

School Ethos

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example
- To support the school in meeting its legal requirements for worship and to attend acts of worship as requested



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- To develop effective professional relationships with colleagues
- To actively support the corporate policies of the school
- To comply with the school's Health and Safety Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(*Site Assistant*)

Date _____

Signed _____
(*Business Manager*)

Date _____