

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Site Assistant for The Highfield School
<b>RESPONSIBLE TO:</b>	Trust Estates Director
<b>JOB PURPOSE:</b>	To manage and maintain the school buildings and grounds in an efficient and effective manner
<b>HOURS PER WEEK:</b>	37.5 hours (52 weeks per year)
<b>SALARY SCALE:</b>	H4

### **Job purpose:**

Work under the direction of the Trust Estate Director and Site Manager to ensure that the school's buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards as defined by the Trust and Health & Safety legislation. To be responsible for all aspects of facilities and site management, ensuring that the management and maintenance of the buildings and environment are effectively undertaken.

### **Specific responsibilities include:**

- Be responsible for the ensuring the security of the school buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school as appropriate.
- Act as the main interface between the school and the main building contractor (Mitie)
- Responsible for ensuring that the PFI contract is delivering value for money and that the services provided meet the required standards.
- Monitor the performance of the private sector partner and address any issues that arise
- Keep appropriate health and safety records, ensuring that they are available for inspection
- Supervision of the site at lunchtime.

### **Management of school maintenance budget**

- Plan and agree budget for maintenance in consultation with the Trust Estates Director & Site Manager.
- Arrange for ordering of supplies and equipment in accordance with budget plan and school procurement procedures, maintaining accurate records of expenditure.

- Acting as Budget Holder for those areas of delegated responsibility, such as Repairs and Maintenance, Health & Safety, Furniture and Fittings. Ensuring that all expenditure is within budget limits,
- Ensure that all purchasing is in accordance with best value guidelines, the Trust procurement regulations and regularly reviewed, and that all necessary procedures are followed before any commitments are made.
- Maintain all paperwork directly connected with these areas.

### **Security of premises**

- Responsibility for ensuring the security of the sites and buildings both in term time and school holidays. To include external lettings.
- Undertake the responsibility of key-holder, arranging for a deputy as necessary
- Ensure that equipment is logged on the schools Asset Management inventory, including serial numbers of items
- Ensure that weekend security checks are carried out, if required.

### **Cleaning and hygiene**

- Management of the schools cleaning contractor to ensure it is being delivered against the standard detailed within the contract.
- Ensure that standards of cleanliness and hygiene are maintained throughout the premises.
- Ensure that site staff are trained in appropriate use of machines and cleaning techniques.
- Ensure that stocks of consumables are maintained and replenished as necessary.
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
- Ensure legionella checks are carried out in line with the school scheme of works, ensuring the school is compliant with statutory legislation.

### **Maintenance, statutory testing and capital works**

- To prepare and maintain the school Asset Management Plan in accordance with the Trust Condition Surveys.
- To agree, in conjunction with the Trust Estates Director, an investment programme to meet the requirements of the Asset Management Plan. (Short, medium and long-term).
- Organising minor repairs and decoration that can be done in-house.
- Make arrangements for routine repairs and maintenance works to be carried out.
- Support the Trust Estates Director & Site Manager with the day-to-day running of any significant Capital Works.
- Ensuring servicing is carried out in accordance with Health and Safety Legislation and the Trust's procurement policy.
- To maintain an effective repair management system for use by school users.

### **Maintenance of grounds**

- Management of the schools cleaning contractor to ensure it is being delivered against the standard detailed within the contract.
- Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

## **Contractors**

- Supervise contractors who are on the school site. Complete risk assessments and permits to work as necessary and ensure the Asbestos Register is adhered to.
- Ensure contractors are vetted and on the schools single central register.
- Communication with School and Trust Estates Director regarding any works on site to ensure Health and Safety and Safeguarding regulations are adhered to.

## **Health & Safety**

- Management of the school site in accordance with Statutory Legislation and Trust Policies and Procedures ensuring a safe working and learning environment.
- Advise school and Trust Estates Director of any Health and Safety concerns which cannot be managed within the school.
- Undertake health and safety testing, inspection and monitoring, in accordance with the Trusts health and safety management system.
- Carry out Risk Assessments, as required.
- Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management and make recommendations of relevant courses in conjunction with the Trust Estates Director.

## **Energy Management and Conservation**

- Ensure the school is maintained at an appropriate temperature and the heating system operation is optimised for the cost-effective energy management of the school.
- Ensure services are closed down during school holiday periods.
- Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.
- Ensure that taps and toilets are operational and efficient.

## **Porterage**

- Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required
- Undertake porterage of equipment, furniture and materials within the premises, as required.

## **Management of Lettings**

- Management of the schools' lettings contractor to ensure it is being delivered against the standard detailed within the contract.
- Ensure that all lettings are managed in accordance with safeguarding regulations.

## **General**

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Hold a clean driving license with D1 or be prepared to obtain the D1 within first 6 months of employment.
- To transport pupils by minibus when required.

- To undertake any other duties of a similar level and responsibility as may be required.
- Preparing the site for major events.
- Carrying out any other duties which may reasonably be required by the Headteacher or other members of the Leadership Team.

*Agreed:* .....

*(Senior Site Assistant)*

*Date:*.....

Signed:.....

*(Line Manager)*

Date:.....

Signed:.....

*(Headteacher)*

Date:.....

## **Senior Site Assistant – Person Specification**

### **Essential Criteria**

#### **Qualifications and Training**

- Good general education (e.g. GCSEs or equivalent in English and Maths)
- Health & Safety training (or willingness to undertake)
- Manual handling training (or willingness to undertake)
- First Aid qualification (or willingness to train)

#### **Experience**

- Experience of working in a school or similar environment
- Experience of site maintenance, caretaking, or facilities management
- Supervisory or team leadership experience
- Experience of managing contractors and service providers

#### **Knowledge and Skills**

- Knowledge of health and safety regulations and procedures
- Ability to carry out minor repairs and maintenance
- Good organisational and time management skills
- Ability to use basic IT systems (e.g. email, reporting tools)
- Understanding of safeguarding responsibilities

#### **Personal Attributes**

- Reliable, flexible, and proactive
- Able to work independently and as part of a team
- Good communication and interpersonal skills
- Commitment to maintaining high standards of cleanliness and safety
- Willingness to undertake training and development

#### **Desirable Criteria**

- Trade qualification (e.g. plumbing, electrical, carpentry)
- Experience with school security systems (alarms, CCTV)
- Knowledge of COSHH regulations
- Experience with risk assessments and compliance checks