

## Job Description

**Post Title:** **Site Assistant**

**Location:** **John Port Spencer Academy**

**Salary/Pay Range:** **NJC Points 5-9**

**Hours of work:** **37 hours per week, 52 weeks**

**Reporting to:** **Site Manager**

**Department/Team** **Premises**

### Purpose of Role

To assist in the efficient and effective site management in the Academy, ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards. As part of the Spencer Academies Trust you may be required to work flexibly across the Trust sites in agreement with the Trust Estates and Facilities Manager.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

### Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Responsibilities include (but are not limited to) the following.

#### Premises

- To undertake planned and reactive maintenance; to include painting, decoration, basic joinery, basic plumbing, liaising with suppliers and overseeing contractors in conjunction with the Site Manager and the Academy Estates and Facilities Manager.
- Ensure that defects and malfunctions are reported to the Site Manager in a timely fashion. In the case of a serious malfunction the Academy Estates and Facilities Manager must be informed immediately.
- Be responsible as key holder for the premises, lock/ unlock the site, support emergencies outside of the school day.
- To be responsible for ensuring clear and safe pedestrian access to the school and on the school site in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
- To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake portering tasks as required including moving, setting up and clearing away furniture.

- To ensure the grounds are clean and presentable and where required, undertake basic gardening maintenance duties.
- To attend to contractors and other site visitors as necessary and monitor any work being carried out.
- To undertake cleaning duties, interior and exterior, as appropriate.
- To assist the Site Manager as directed to comply with statutory regulations relating to asbestos, PAT, legionella and emergency light testing, gas and electrical testing.
- Responsible for attending and securing the school during/following regular and occasional lettings outside normal school hours.

## **Health and Safety**

- Working with the Site Manager, ensuring that the Health, Safety and Environmental (HSE) requirements are maintained as specified in the HSE Management System.
- Report any Health and Safety issues to the Site Manager or the Academy Estates and Facilities Manager without delay.
- In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.

## **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role including governance.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The nature of the post requires some flexible working to meet the needs of the Academy. Working arrangements will be determined by the Site Manager and the Academy Estates and Facilities Manager. Prolonged working above 37 hours may attract time off in lieu where this is necessary and agreed in advance with the Site Manager.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable	Evidenced by A,I,T
<b>Qualifications and experience</b>			
Good standard of education including literacy and numeracy skills.	Y	Y	A,I
GCSE Maths and English grade C or equivalent		Y	A,I
Previous experience in an educational environment		Y	A,I
Appropriate skillset for the role		Y	A,I
<b>Knowledge and skills</b>			
Ability to work calmly under pressure	Y		A,I
Ability to communicate clearly orally and in writing	Y		A,I
Ability to work collaboratively with others	Y		A,I
Ability to work within school based systems and specified timelines	Y		A,I
Knowledge of Health & Safety or willingness to learn		Y	A,I
Ability to use school based computer systems		Y	A,I
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	Y		A,I
A diplomatic and patient approach	Y		A,I
Initiative and ability to prioritise own work and that of others to meet deadlines	Y		A,I
Efficient and meticulous in organisation	Y		A,I
Able to follow direction and work in collaboration with the leadership team	Y		A,I
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	Y		A,I
Ability to evaluate own development needs and address them	Y		A,I
Commitment to the highest standards of child protection and safeguarding	Y		A,I
Recognition of the importance of personal responsibility for health and safety	Y		A,I
Commitment to the Trust's ethos, aims and whole community.	Y		A,I