



Site Assistant

Job Description: Site Assistant

Line Manager:	Estate Manager
Reporting to:	Estate Manager/Site Manager
Main Purpose of Role:	To assist the Estate Manager in ensuring that the school buildings and School Estate are maintained to a high standard and are secure. Ensure that the physical school environment is maintained to a standard that allows the school to function on a daily basis.

Main Responsibilities:

1. As part of the Site team, ensure that the School buildings and Estate are open or secure as required, particularly out of School hours, and to take remedial action where required. On occasions, this will include being on call during out of hours periods.
2. Ensure the School Estate is kept safe, tidy and to a good level of aesthetic standard, by keeping exterior roads, paths, steps and walkways clear and safe in all weather conditions, including salting the roads and pathways as required in severe weather conditions, litter picking and disposal of rubbish and redundant equipment, clearing gutters and carrying out grounds maintenance duties.
3. To provide support services to assist in the day to day operation of the School, external lettings and other events. Typically duties would include, liaising with staff and hirers to meet their needs, setting up rooms and halls for a variety of events, moving furniture and traffic management duties.
4. Undertake, minor maintenance such as installations, renovations, redecoration and reactive maintenance, including keeping fixtures, fittings and furniture in a good state of repair. This will include internal and external areas.
5. Work with commercial maintenance materials, which require appropriate handling and application. Use equipment such as drills, electric saws etc.
6. Ensure that all allocated equipment and materials are used in the correct manner and stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
7. Undertake physical activities, such as moving furniture and other equipment some of which may be heavy.
8. Undertake the delivery of mail and parcels across the School Estate.
9. At all times to perform duties in line with the Schools policies and procedures, ensure all staff are fully compliant with Health and Safety and to take remedial action where hazards are identified. Where hazards or concerns are serious report to line manager immediately.
10. Liaise with contractors whilst on site to ensure their safety and that of staff and students is maintained, and that disruption to the daily routine of the School is minimised.
11. To act as a Fire Warden, following training, participating in emergency drills, ensuring that the correct procedure is followed and if required liaise with the emergency services. Report all hazards or concerns to line manager immediately.
12. Agree with the Estate Manager/Site Manager daily and weekly maintenance priorities and ensure work is completed to the required standard and within appropriate time scales.
13. Undertake a proactive approach to ensure all plant and equipment is fully operational and fit for purpose.
14. As directed, undertake weekly and monthly safety checks and complete documentation with any deficiencies being reported to the Site Manager immediately.
15. If trained, driving school minibus for consortium and other school purposes. Ensure that pre-journey safety checks are completed and that vehicles are fully fuelled, clean and empty of rubbish.

Other Responsibilities:

1. Engage in the wider School community.
2. Be flexible to meet the needs of the School, as required offering shift changes to cover absence.
3. To actively participate in any training or team/staff meetings, as required by the management.
4. Carry out any other duties which may reasonably be required as requested by the management.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.