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| <b>Post Title</b>     | Site Assistant          |
| <b>JD Ref No</b>      | ESP0015                 |
| <b>Responsible To</b> | Primary Estates Manager |
| <b>Grade</b>          | Grade 5                 |

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| <b>Purpose</b>        | <ul style="list-style-type: none"> <li>To support the Site Operation Manager in the effective maintenance, security and safe operation of the premises.</li> </ul>  |
| <b>Key Activities</b> | <p>Specific activities to be delegated by Site Operations Manager depending on the needs of the school and to include general caretaking duties, "handyman-type" duties and security including securing of school buildings and premises.</p> <p>The range of duties can be illustrated by the following non-exhaustive list:</p> <p>Handyman-type duties:</p> <ul style="list-style-type: none"> <li>To carry out minor maintenance work, e.g. replacing handles, light bulbs/tubes, repairing desks etc. and to assist in other maintenance work, e.g. some painting of classrooms etc.</li> </ul> <p>Caretaking duties which includes:</p> <ul style="list-style-type: none"> <li>To clear litter daily from exterior of building and empty external bins.</li> <li>To clear whole school rubbish to skip (previously bagged by cleaning staff)</li> <li>To clear seating arrangements in main hall and other areas as required</li> <li>To set out seating, desks etc. and move other equipment in support of the effective operation of the School and Centre.</li> <li>Movement of resources around the school to meet demand, including the use of the school minibus or equivalent to aid this.</li> </ul> <p>Security duties:</p> <ul style="list-style-type: none"> <li>To be responsible for the safe and efficient lock-up of the school and to carry out all associated security duties. This will normally be within the hours indicated above but there will be an occasional requirement for a later attendance, e.g. after a concert, or a weekend booking.</li> </ul> |
| <b>Outcomes</b>       | <ul style="list-style-type: none"> <li>Operational support is provided for the academy</li> <li>The school obtains Best Value in the carrying out of minor repairs and those requiring medium level maintenance skills.</li> <li>The school is left fully secured at the end of each day.</li> </ul>  |

| Essential   | Desirable  |
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| <ul style="list-style-type: none"> <li>• Medium level proven practical handyman-type skills and/or experience</li> <li>• Ability to work as directed, in a well-organised and reliable way</li> <li>• Full driving license</li> <li>• Reliability, flexibility and adaptability</li> <li>• Ability to work as part of a small team within a large organization</li> <li>• Ability to work to tight timescale and under pressure.</li> <li>• Ability to relate to and communicate with a wide range of people (students, staff, external contractors, external customers etc) with a calm and courteous manner</li> <li>• A genuine interest in the provision of a good support service for the school and the wider community</li> <li>• Reliability, flexibility and adaptability</li> <li>• Ability to read printed emails with job instructions</li> <li>• General level of numeracy and literacy</li> <li>• Punctuality</li> <li>• Diligence and discretion (the postholder will have access to confidential information and must demonstrate tact, sensitivity and absolute respect for the confidentiality of information given as a result of working at the school).</li> <li>• Medium level proven practical handyman-type skills and/or experience</li> </ul> | <ul style="list-style-type: none"> <li>• City &amp; Guilds level qualification in related skill area(s) e.g. electrical, joinery (etc.)</li> <li>• An understanding of good "Customer Care" procedures.</li> <li>• Experience of/or understanding of similar working in an educational setting.</li> <li>• Basic IT skills, i.e. send/receive email</li> <li>• High level of commitment</li> </ul> |

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| <b>ADDITIONAL INFORMATION</b> | <ul style="list-style-type: none"> <li>• Occasional attendance at meeting outside of normal hours.</li> <li>• It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</li> <li>• All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment</li> </ul> |
| <b>SAFEGUARDING</b>           | <p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>  |

<https://www.cumbriaeducationtrust.org/>