

## **JOB DESCRIPTION**

**Job Title:** Site Assistant  
**Grade:** H3

### **1. PURPOSE OF YOUR JOB**

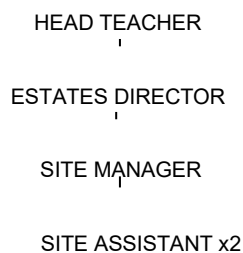
- To provide a clean and safe environment for users of the school buildings and grounds.
- To carry out maintenance and repair work requiring non-specialist skills, to the school building, grounds, fixtures and fittings as required.
- To maintain the garden areas around the school.
- Assist with transporting our pupils.
- Assist with the lettings; bookings, set up of equipment, supervision of evening lettings.

### **2. MAIN AREAS OF RESPONSIBILITY**

Tasks will vary on a daily basis and will include:-

- Ensuring the security of the school's premises and grounds, locking at the appropriate times, closing of windows and setting of alarms.
- Maintaining a visible presence whilst on duty and remain contactable via the schools designated mobile phone.
- Monitoring of and liaison with hirers of facilities, and contract staff (as appropriate).
- To set up specific areas of the school to meet events / hirer's requirements and to ensure the area is left at the end of the evening ready for school purpose, ensuring due regard to health and safety
- Driving of the school mini buses as and when required, assist with rota's and planning.
- Daily replenishment of the washroom consumables and ensuring that the site is in good order.
- General cleaning, including floors, surfaces, welfare areas, and shared spaces—to maintain a clean, safe, and welcoming site environment
- Deliver parcels and packages to appropriate departments / personnel
- General portage duties, including movement of furniture and equipment within the school
- To keep the gardens, thoroughfares and highway footpaths clear and free from litter at all times, emptying outside bins
- Handyman duties which may include non-specialist decorating tasks and minor repairs to furniture and fixtures, (including lamps and light tubes).
- The use and maintenance of hand tools and basic light machinery and plant, ensuring all equipment, machinery are kept secure
- The use of strimmer's, leaf blowers, hedge trimmers for light gardening duties
- To carry out gritting, salt spreading, snow cleaning, as necessary, including highway footpaths through the school.
- Operation of the school's heating plant.
- To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health and Safety at Work legislation, including maintaining asbestos log.
- To be aware of and report any security risks posed within the school to the Site Manager
- Reporting both written and verbal, of faults requiring specialist skills.
- To carry out other tasks as designated by the Site Manager, and undergo training as required

### 3. ORGANISATION CHART



### 4. SHIFT PATTERN

- 9.30 – 17.30 Monday to Friday with a half hour break (on site).
- Alarm Call out shift duties – additional pay.

### 5. SUPERVISION

The post holder will be directly accountable to the Site Manager and will be expected to work closely with the Premises Team to supervise

- Visitors and hirers of the premises
- Building surveyors and appropriate externally appointed staff
- Caretaking, cleaning and maintenance staff

### 6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential.
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post is essential.
- A sound knowledge of D.I.Y. skills is essential.
- A clean driving licence
- D1 inclusion on driving license desirable but a willingness to be trained essential.

*Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.*

*This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.*