

Role Profile & Person Specification



Job Title:	Site Assistant
Responsible to:	Head of School via Site Manager
Terms and Conditions:	Scale C 37 Hours Per Week (Monday to Friday 7am – 6pm) 52 weeks per year

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

Under the direction of the Head of School and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use. To help keep the school clean and tidy.

The Site Team has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Head of School. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.

Key Areas of Responsibility

- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
- To ensure that heating and lighting systems and other equipment are working properly. To regulate heating/ventilation as necessary.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.

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- To undertake portage and handyperson duties, including moving goods and furniture, painting, minor repairs to property, fixtures, fittings and equipment.
- Incidentally to the primary functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.
- To maintain and operate plant and equipment including, where applicable, maintenance of swimming pools (Training will be given).
- To undertake general duties, such as collection and distribution of mail, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
- To undertake outside duties, for example grounds maintenance, clearance of drains and gullies, general tidying, snow clearance, etc.

Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the Trust's procedures for safeguarding and child protection, reporting any concerns to a senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments.
- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective • Good sense of humour 	
Experience	<ul style="list-style-type: none"> • Experience working with health and safety. 	<ul style="list-style-type: none"> • Experience in working within a similar environment • Pool Management
Skills/Knowledge	<ul style="list-style-type: none"> • Physically fit and able to move potentially heavy items • Full UK Driving License • Personal drive and resilience • Sense of pride in your work • Attention to detail • Problem solving • Working independently • Working as part of a team 	<ul style="list-style-type: none"> • General trades qualifications • Trained in the use of cleaning equipment • Knowledge of Safeguarding

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