

Job Title:	Site Assistant (Job Share)	Reports To:	Headteacher
Location:	Stoke Damerel Primary Academy	Accountable To:	Headteacher
Salary/Grade:	Grade D	Hours of Work:	17.50 per week all year (2.30pm – 6pm) – Monday to Friday

Principle Purpose of the Role

- The post holder will follow all policies and procedures as defined by the Operational Safety Manual and follow site related compliance activities, as defined in the 'Every' software.
- Ensure the general security of the school premises. Responsible for the maintenance of the premises, machinery and plant equipment in liaison with appropriate contractors.
- Carry out daily inspections of the premises to identify damage and/or vandalism and to report findings to the Office Manager / Headteacher, to help maintain the internal and external fabric of the school premises as a safe working and learning environment.

Key Duties

- Responsible for following the requirements of the 'Every' compliance task software which defines the daily, weekly, monthly, termly, and annual tasks associated with the safe operation of school buildings and their sites, recording details as required.
- Responsible for the general security of the school premises
- Carry out key holder duties to include unlocking and securing of site on a daily basis
- Assist with the maintenance of the premises, machinery and plant equipment
- Carry out daily inspection of the premises to identify damage and/or vandalism and report findings to the Office Manager / Headteacher
- Clear litter daily to ensure compliance with the Environmental Protection Act
- Carry out general maintenance and repair duties such as the replacement of tap washers and ball valves; repair of door and window furniture; fitting of coat hooks, shelves and display boards; re-hanging of doors; carry out repairs/make good chairs and tables. Annual PAT.
- Carry out ground maintenance tasks including weeding hard paved areas; treating pathways, steps, etc. with salt, sand and grit; painting and decorating as required and undertake occasional safety or hazard related cleaning
- Assist with setting up for school events such as plays, exams and parents' evenings

- Undertake other duties appropriate to the grade of the post

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
- Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Demands and Working Conditions

- Ongoing considerable physical effort is required to push, lift, bend and stretch and to carry furniture, equipment and supplies.
- The post requires general awareness and sensory attention, with periods of concentration for up to two hours, whilst carrying out repair and maintenance work.
- There will be some work-related pressure from conflicting work demands, deadlines and interruptions.
- The role requires flexibility to the demands of the school environment, occasionally changing working hours to cover operational needs, such as locking up after a school event
- Post holder is required to work outdoors for a considerable proportion of the working week, and in all weathers.

- The job involves working from instructions, but making minor decisions involving the use of initiative
- Post holder may be exposed to disagreeable working conditions e.g., occasionally cleaning up bodily fluids, working in confined spaces or with unpleasant/hazardous materials and exposure to dirt, dust and noise from machinery and equipment.

Note: You may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.



Person Specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> Numeracy, literacy and IT skills to carry out the above functions 	<ul style="list-style-type: none"> Asbestos Awareness, COSHH, Fire Safety, Legionella Awareness (appropriate <i>training will be given</i>)
Knowledge and Experience	<ul style="list-style-type: none"> Understanding of basic maintenance work and the safe use of associated tools and equipment Knowledge of Health and Safety at Work Act including COSHH regulations Experience of carrying out administrative processes relevant to the job Good understanding of safeguarding and the ability to communicate with pupils, staff and parents 	<ul style="list-style-type: none"> Previous experience of working in a busy school environment
Skills and Abilities	<ul style="list-style-type: none"> The role involves exchanging information, both orally and electronically, with other staff and occasionally with contractors and visitors to the school. Some tact may be required Considerable precision required to operate hand tools and associated equipment and machinery The post holder will be required to participate in regular training associated with the safe operation of a school building and its site and other types of training 	<ul style="list-style-type: none"> Valid UK Driving License Previous experience of driving a category D1 vehicle would be advantageous but is not essential for



	related to the safeguarding of children in line with Keeping Children Safe in Education (2021)	this role
Personal Attributes	<ul style="list-style-type: none"> • Resilient and hard working • Flexible and easily adaptable to change • Team player • Professional • Good communicator 	

