



JOB DESCRIPTION – Site Assistant (Part-time)

Responsible to: Head Teacher & Governing Body

Line Manager: Site Manager

Purpose: To support the Site Manager in ensuring the school site is safe, secure, well maintained and fully operational, supporting the effective day-to-day running of the school and providing a safe environment for pupils, staff and visitors.

Salary: United Learning Band 2 Vocational
Starting Salary: £26,228
Actual Salary: £15,088

Hours of work: Part time 25 hours/week. 1pm to 6pm Mon-Fri
Term time only plus 5 INSET days
Flexibility required to cover school events, ad hoc weekend cover.

Principle responsibilities

- To perform this job description in accordance with the pay and conditions associated with school support staff.
- To undertake caretaking functions under the direct supervision of the Site Manager
- To ensure that daily site routines are carried out effectively and that the site is clean and tidy.
- To be a team player who is friendly and professional, relating well to staff and students

Main Duties and responsibilities

- To undertake daily repairs and DIY projects
- Undertaking general maintenance and repairs (e.g., fixing and maintaining locks, window catches, toilet seats, cleaning gutters, painting etc)
- Daily closing of parts of premises, including the operation of fire and burglar alarms and key-holder responsibilities (including being contactable out of school hours);
- Securing of the premises and ensuring any health and safety checks are completed.
- To report any site issues as early as possible in particular with respect to lighting, heating and cleaning of premises;
- Porterage duties;
- Ensure all tools, equipment and materials are stored safely and securely at all times



SALE HIGH SCHOOL

- Preparing/setting up for school events such as assemblies, examinations, parents' evenings, etc;
- Following site routines (locking/unlocking gates, emptying bins, setting out and clearing assembly hall) as directed;
- Contribute to safety processes and cleansing operations, including regular checks of Equipment;
- Respond to a call out as a result of the alarm system being activated;
- To respond to radio calls for assistance from school staff;
- To walk the grounds, carry out regular litter picks, and ensure that any health and safety or general concerns, are reported to the Site or Business Manager;
- To supervise repairs when third party contractors have been instructed.
- To carry out lunch duties;
- School First Aid (training provided)
- To drive school minibus (if required)
- Work unsupervised as required in accordance with working patterns

It should be noted that many of the tasks in this role are physical and some involve significant lifting/carrying.

All employees in the School are expected to:

- Support the vision, values and objectives of the School and demonstrate a collaborative, team working approach to school improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- To comply with health and safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- Effectively represent the School when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend school events as required and make a positive contribution during such events
- Attend regular meetings including morning briefings



SALE HIGH SCHOOL

- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training
- The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay;
- Participate in training and other learning activities and performance development as required;
- Ensure role is carried out in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking;
- Ensure strict confidentiality in all areas of work;
- Ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records);
- Understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once;
- Comply with the School's policies and procedures.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder.



PERSON SPECIFICATION – Site Supervisor

EDUCATION AND QUALIFICATIONS	Essential	Desirable
Good basic level of education including English and Maths	•	
Vocational qualifications/relevant training, e.g. trade qualifications, Health & Safety, Asbestos Awareness, Manual Handling, etc		•
Full Driving Licence, able to drive a minibus		•
First Aid qualification		•
KNOWLEDGE AND EXPERIENCE		
Minimum of one year's experience in a similar role	•	
Experience as a key holder and of operating alarm/security systems	•	•
Experience of carrying out basic repairs/improvements	•	
Experience in a school setting		•
SKILLS AND ABILITY		
Able to use initiative and pay attention to detail	•	
Able to communicate effectively with a range of people – helpful and polite	•	
A commitment to high standards of service	•	
Health & Safety knowledge/awareness	•	
Safeguarding awareness (training provided)	•	
OTHER INFORMATION		
An effective team player but who can think and work independently	•	



SALE HIGH SCHOOL

Able to work under pressure and keep calm in a crisis	•	
An excellent attendance and punctuality record	•	
Proven track record of being dependable	•	
Flexibility, adaptability and a willingness to be involved in change.	•	
Commitment to further training and development	•	
Able to retain confidentiality at all times	•	
Enthusiasm for working in a school setting	•	