



# Primary Site Assistant



Harbour  
Learning  
Trust

## Purpose of Post

To ensure a safe, secure, and clean environment for all stakeholders by managing site access and maintaining strict regulatory compliance. This includes conducting daily inspections, performing routine maintenance, and testing alarm systems to meet health and safety standards. The post-holder facilitates safe site access for staff, pupils, and external partners, ensuring the facility remains a high-quality environment for working and learning

## Main duties and responsibilities

Assist the Principal to effectively manage and maintain the changing needs of the school  
Ensure compliance with service or maintenance schedules, performance is monitored and areas of concern are identified and reported.  
Undertake all necessary recording or reporting to ensure correct charging  
Work directly with the Principal and Trust colleagues to ensure compliance with Health and Safety requirements, COSHH and risk assessments.  
Assist in providing safe and secure access to allocated site areas and undertakes inspection to facilitate education delivery, community and business use, specialist equipment service and repair, building maintenance, and utility or emergency services activity  
Undertake regular routine security and site inspections to identify any potential health and safety issues, respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken  
Carry out repairs and maintenance of equipment and parts of the infrastructure of the building that is seasonally predictable to carry out repairs using power tools and machinery  
Ensure that allocated buildings and site facilities are secured and that furniture, materials and equipment are made available, stored and are safe and in good repair prior to and on completion of use  
Cooperate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities  
Inform the Principal and/or Trust colleagues of progress and /or failings on contract delivery and own workload

## Cleaning responsibilities

Monitor, inspect and check site facility services e.g. heating, water, fire safety equipment, electricity, gas, telecommunications and security to identify and highlight any areas of concern, or variance to inform the necessary intervention that ensures service objectives  
Undertake emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment  
Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean  
Clean internal surface areas including walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing, dusting, damp wiping, polishing and cleaning  
Assist in ordering and arranging delivery and storage of materials and equipment.  
Undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services  
Assist in the management of site security equipment to ensure the site is continuously monitored, appropriate protocols observed and records maintained

## Finance and Resources, Supervision, Health and Safety

Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, gardens, grassed and amenity areas, equipment and site services. This would involve key holder responsibility which may be shared with other staff.  
Ensure all computerised/manual records of inspections, works undertaken, and utilities/fuel efficiency are uploaded and recorded on the digital reporting system (Every).  
The post holder has direct supervisory responsibility of the cleaning staff in the absence of the Charge Hand Cleaner. If a Charge Hand Cleaner is in post, the post holder will have direct supervisory responsibility for this person.  
Health and Safety /safeguarding- The post holder must carry out his / her duties with full regard to the school/Tursts Health and Safety Procedures. The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.  
Work flexibly as part of the wider Academy team, undertaking additional tasks as required to ensure a safe and high-quality learning environment

## Job Description :

### PRIMARY SITE ASSISTANT

Contract type: Permanent  
Salary: Scale 4, Points 7-11  
£26,403 - 28,142 (FTE)  
Reports to: Principal  
Location: Ermine Academy, Lincoln

SpecificationEssentialDesirable

| <u>Specification</u>                   | <u>Essential</u>   | <u>Desirable</u>  |
|--|--|---|
| Qualifications & Training              | <ul style="list-style-type: none"> <li>• Health and safety training-lifting and handling</li> </ul>  | <ul style="list-style-type: none"> <li>• C.O.S.H.H. awareness, Risk Assessment, Fire Marshall trained</li> <li>• GCSE Grade C or equivalent in english and maths</li> </ul> |
| Experience                             | <ul style="list-style-type: none"> <li>• Experience working in a school or an industrial site</li> <li>• Ability to maintain appropriate levels of security in all working areas</li> <li>• Experience undertaking regular inspections and intervene to ensure the specified cleaning standards are achieved and appropriate records maintained</li> <li>• Experience ordering and arranging the delivery and storage of materials and equipment and resolve any routine issues that arise</li> <li>• Experience of using and maintaining cleaning equipment and materials.</li> <li>• Practical DIY skills required to repair equipment and general building maintenance</li> <li>• Experience of ensuring full compliance with property management and all aspects of academy Health and Safety</li> </ul> |   |
| Professional knowledge & understanding | <ul style="list-style-type: none"> <li>• Good knowledge and understanding of the quality standards and operational practices necessary to achieve established standards, including Health and Safety requirements and site management</li> <li>• Good understanding of the operational practices and working methods and work schedules involved</li> <li>• Good understanding and awareness of the related Health &amp; Safety issues associated with cleaning materials, equipment and premises</li> <li>• Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of safeguarding procedures</li> <li>• Knowledge of different cleaning based cleaning chemicals</li> </ul>                |
| Skills                                 | <ul style="list-style-type: none"> <li>• Ability to work under pressure, with accuracy, unsupervised and on own initiative</li> <li>• Ability to maintain strict confidentiality in all matters</li> </ul>   |   |
| Personal Attributes                    | <ul style="list-style-type: none"> <li>• A flexible and positive approach and a strong work ethic</li> <li>• Excellent time management and organisational skills</li> <li>• Attention to detail</li> <li>• A commitment to the DANCE values</li> <li>• Friendly and approachable</li> </ul>  |   |

We passionately believe that every child should receive the very best education that prepares them fully for the future  
 Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.