

Central Bedfordshire Council

Job Description

Job Title: Assistant Site Agent

Responsible To: Site Agent; in the absence of the Site Agent to the Headteacher

Responsible For: None, but in the absence of the Site Agent will supervise cleaning staff

Job Purpose: To assist in the cleaning, general maintenance and upkeep of the school

Main duties and responsibilities:

1. Carry out cleaning work to the standard required by the Authority and as instructed by the Site Agent and Head Teacher.
2. To assist the Site Agent in his/her recognised duties in respect of security of premises, heating and lighting, cleaning, and portage.
3. To report to the Site Agent or Headteacher matters that are likely to affect their work or any repairs or maintenance work required.
4. Maintain hand tools and equipment as instructed in good working condition.
5. Carry out handyperson tasks in respect of minor or temporary repairs (as per attached list).
6. To assume the responsibilities of the Site Agent, where applicable, in his/her absence and act as keyholder in his/her absence.
7. To be aware of and adhere to all Council procedures on health and safety, including asbestos procedures.
8. To attend all essential Health and safety training courses (including training on asbestos procedures).
9. To undertake lettings, as required.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To undertake any other duties of a similar level and responsibility as may be required from time to time.