



Job Description

Job Title: Site Assistant

Location: St Clares School

Job Description

Job Title	Site Assistant
Location:	St Clares School – 4 Rough Heanor Road, Derby, DE3 9AZ, and on occasion support the Site Manager at Derby Pride Academy, Orient Way, Derby DE24 8BY. You could be asked to work on any site within the Trust, if the need arises.
Hours per week:	Monday to Friday 32 hours from 11:30am to 18:30pm Monday to Thursday, 11.00am till 5pm on Friday (more flexible hours during school holidays) Hours can be discussed at interview.
Weeks worked per year:	52 weeks per year (All Year Round)
Reporting to:	Site Manager & Regional Business Lead
Salary Scale:	Derby City Council Support Pay Scale – Grade E (Points 10 – 14)

Main purpose of Role

- To undertake routine maintenance, cleaning and monitoring of the premises. The role will assist the Site Manager in caretaking, security, maintenance, furniture build, repair work to the whole site. The site assistant will work as a team on a twilight basis covering Monday to Friday afternoon and early evenings.
- The person appointed will be expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Site Manager, School Operations Manager, or Head of School/Executive Headteacher
- This post is integral to our special school and plays an important role in enhancing the teaching and working environment for young people - assisting with planned and reactive maintenance and day to day repairs within a reasonable capacity of someone with a broad range of trade skills.

Physical Effort

- The role is active and will require multi skilled handy person duties

Working Environment

- The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so.

Principal Accountabilities:

Main Duties	Premises Management & Maintenance To work with the Site Manager and be able to:
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- Lock and unlock the premises - be a keyholder
- Repairs to building fabric, including painting – basic joinery skills to repair doors
- Build of flat pack furniture and movement of furniture
- Carrying out security checks, including the site perimeter and frequent patrols of the school's grounds
- Operation of fire, security systems and ticket logging systems
- Operation of boilers for heating and hot water & lifts
- Responding to emergencies affecting the school premises
- Attention to security to ensure no unauthorised access

Support Duties

- To carry out maintenance tasks, such as minor repairs (including windows) and painting across the whole school site.
- Respond to tickets raised and communicate with Site Manager if escalation required
- Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away of sports equipment and other equipment such as chairs on the main site.
- Understand scope of works and service schedule over the holiday periods and ensure contractors are working safely when on site
- Be a point of contact for query in the absence of the Site manager
- Ensure any Health & Safety issues are reported to the Site Manager or Regional Business Lead or School Operations Manager.
- Always ensure safe working practices and the correct use of plant and equipment.
- Safe storage of all cleaning and COSHH materials
- To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
- Contributing to risk assessment
- Other duties arising from the use of the school site

Premises General

	<ul style="list-style-type: none"> • Carry out emergency cleaning duties which may arise including bodily fluids on occasion • To carry out related Premises maintenance, such as descaling of taps, flushing toilets, litter picking • Where necessary ensuring that main entrances and paths are clear of snow or ice by applying salt • To take delivery of goods, unpacking, storing and delivering to various areas of the site as directed • Assisting with setting up events during and after the school day <p>Customer Care</p> <ul style="list-style-type: none"> • To carry out your duties in a polite, efficient and cheerful manner building relationships with regular users • To treat students, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values • To promote a favourable image of St Clare's School to all building users • To present high standards of personal appearance in accordance with the school's ethos and values <p>Environmental</p> <p>To demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction) in exercising the responsibilities</p>
<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed

regularly. 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 job description

The MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Basic literacy and numeracy skills Willingness to undertake training as and when required 	<ul style="list-style-type: none"> GCSE English & Maths Level 4 (Grade C) First aid certificate Health and Safety qualification or accreditation Premises, site or building and site qualifications
Experience	<ul style="list-style-type: none"> Understanding of health & safety regulations Experience in a similar environment Full Driving Licence Ability to manage multiple tasks and respond to emergencies effectively 	<ul style="list-style-type: none"> Experience working within the academy or education sector Experience of working in a premises environment
Knowledge & Abilities	<ul style="list-style-type: none"> Have effective oral and written communication skills Have a good knowledge and understanding of building maintenance Be able to prioritise to ensure the school maintains a safe environment Ability to work as part of a team Dedicated and pro-active Ability to meet the physical requirements of the role Able to work on own initiative and be self-motivated 	<ul style="list-style-type: none"> A knowledge and understanding of the welfare and social needs of pupils during lunch times Awareness of behaviour support Has a good record of attendance and reliability Ability to relate to children and young people with autism and severe learning difficulties in a supportive and sensitive manner Driving license preferred Minibus driver training (but not essential as can be provided)

	<ul style="list-style-type: none"> • Commitment to equality, diversity and inclusion principles • Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude. 	
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