

# Job Description and Person Specification

DATE	SIGNATURE

**Role**

Cluster Site Assistant  
Beckfoot Trust  
Beckfoot Thornton  
Salary/Grade: Band 5  
Reporting to: Cluster Site Manager



# JOB DESCRIPTION

## Corporate Responsibilities

- Assist arrangement for the effective maintenance and security of the site, compliant with legislation and regulations, supporting students to achieve top 10% outcome in a remarkable learning environment
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- Comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

## Key Duties and Responsibilities

- Assist in ensuring that all areas of school buildings and grounds are clean and ready for use daily and operation of heating and utility systems
- Assist with security arrangement and maintaining a good state of repair and appearance, reporting concerns to the Site Manager
- Designated key holder with responsibility for opening school and closing school or emergency callouts as directed
- Support arrangements for an effective planned preventative maintenance programme and provide site services to colleagues
- Carry out general maintenance and minor repair work with adherence to Health and Safety regulations
- Support arrangements for evacuation, invacuation and lockdown procedures
- Monitor supplies, ensuring that there is adequate stock to meet the needs of the school in line with financial procedures
- Support arrangement for an effective planned preventative maintenance programme and provide site services to colleagues
- Carry out general maintenance and minor repair work with adherence to health and safety regulations
- Support arrangement for evacuation, invacuation and lockdown procedures
- Monitor supplies ensuring that there is adequate stock to meet the needs of the school in line with financial procedures.
- Move and store supplies and waste as required
- Communicate effectively with colleagues to provide information or support activity in relation to school and site requirements
- Liaise with of contractors, ensuring concerns are reported in line with Trust procedures
- Support implementation of site changes / projects as directed
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide out of hours and emergency site cover or support for colleagues
- Attend and support meetings and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school
- Will be expected to move between cluster sites throughout the day, if necessary

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

# JOB DESCRIPTION

## **Intermediate Fluency Duty Required:**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimal effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Date: March 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Health Care Assistant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths (A-C/4 +) or equivalent e.g., Adult Literacy/Numeracy at level 1</li> <li>Evidence of relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>IOSH certification or willing to work towards</li> <li>Maintenance &amp; repair skills</li> <li>First Aid qualification</li> <li>Minibus Training</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Recent and successful experience of providing relevant services</li> </ul>	<ul style="list-style-type: none"> <li>Experience of sports pitch maintenance</li> <li>Experience of supporting school-based services</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team to deliver excellent service</li> <li>Ability to undertake minor repairs or decorating</li> <li>Ability to relate well and work effectively with children and adults.</li> <li>Excellent communication and interpersonal skills</li> <li>Ability to set priorities to enable work to be done effectively under pressure and to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies/legislation for site maintenance, health and safety</li> <li>Knowledge of building and security systems</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity, and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>Emotionally intelligent: know when to direct and when to challenge</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>Understand the importance of work/life balance</li> <li>Resilient, flexible, and hardworking</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> <li>Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

Essential Requirements	Desirable Requirements	How Identified
<ul style="list-style-type: none"><li>• Current Driving License</li><li>• Flexible to support out of hours activity on occasion</li></ul>		