

Senior Site Assistant (Multi Site)

Job description and person specification

Job description

Post title: Senior Site Support (multi-site)
Position: 37 hours per week, 52 weeks per year
Reports to: Facilities Manager

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

Working across Thoresby Vale Primary Academy, Horizons Academy and supporting at our other Mansfield academies developing a flexible approach to working patterns and the support required at each.

To provide a professional and proactive service to the highest levels, ensuring a safe learning and working environment for the benefit of the students and staff.

Co-ordinate all activities, working with the Business Manager/Team Leader, Facilities Managers and Estates compliance lead to undertake a range of duties to the agreed quality standards to maintain and secure the academy site and premises thereby ensuring a safe working environment.

Take responsibility for the management and oversight of all systems, ensuring correct operation servicing and other statutory requirements are met, in coordination with the Trust Facilities Manager.

Key responsibilities

- Key holder duties, responsible for opening/locking of the site and ensuring the security of the premises and its contents
- Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, A/C, equipment, heaters, etc. are cleaned and maintained with any faults being reported
- Work with the in-house cleaning staff to manage their roles and duties
- Carrying out portage duties and setting out furniture as and when required
- Ensure that all exterior hard surfaces including any artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- In cases of emergency outside the working week e.g. intruders, fire, floods, etc. be required to attend for such as required
- Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
- To undertake minor repairs as required
- Dealing with matters concerning building maintenance and general site issues, including arranging for quotes from contractors, managing small works

- Liaison and supervision of contractors on site, including ensuring logbooks are signed and site procedures are adhered to
- Responsibility for legionella testing & monitoring
- Monitoring and recording the condition of Asbestos, (where applicable)
- To be responsible for maintaining records of all Health & Safety/Compliance for the site and premises, alongside recording these within the estates database
- Undertake regular inspections of the site and premises, proactively dealing with any matters found and escalating as appropriate
- Support, review and implement Health & Safety/Compliance policies and procedures
- Work with the BM/TL and Estates team to monitor and control the budgets
- Ability to work flexibly at other sites as and when required to provide support/cover

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good literacy & numeracy skills gained from general education	✓		Application form
Previous experience of a similar role	✓		
Health and Safety regulations, NEBOSH general certificate or similar	✓		
Experience, knowledge and understanding			
Experience of undertaking maintenance tasks, arranging for quotes from sub-contractors and supervising small works	✓		Application form / Interview / Portfolio of work / References
A working knowledge of Health & Safety, Compliance within premises/work environment.	✓		
Previous experience of H&S management and recording of the relevant data	✓		
Ability to assist in setting and managing budgets	✓		
Knowledge of COSHH regulations	✓		
Supervision of staff	✓		
IT literate and knowledge of estate management data systems	✓		
Ability to deal with emergencies and problems in a proactive and systematic manner	✓		
Personal attributes, qualities and leadership skills			
Confident, honest, trustworthy and reliable	ü		Application
Ability to work on your own initiative, set priorities and ensure work is planned and undertaken effectively	ü		
To work flexibly in terms of hours and location	ü		Interview
Ability to solve problems within area of work/knowledge	ü		
Ability to work effectively and supportively within a team	ü		References
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Pre-employment checks
Full driving licence and access to a vehicle	ü		
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	ü		