

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Environmental Education Centre Site Assistant (Housekeeping)	<u>Grade:</u> D (points 6-8)
<u>Role Profile:</u> Facilities support	
<u>Overall Purpose of Job:</u> As the Environmental Education Centre Site Assistant, you will work as part of a team supporting the operations and maintenance of the Environmental Education Centre in North Yorkshire. You will ensure the site is safe, clean and secure so that young people from any of the Trust's academies/schools can attend the provision and have an excellent experience. As such, you will carry out routine assessment of facilities and deliver planned cleaning, manage changeovers and ensure the facility is in good condition at all times. Incorporated into this role are duties around movement of furniture and equipment, cleaning duties, health and safety, driving a minibus, working with kitchen staff at mealtimes and assisting in the management of bookings.	
<u>Main Responsibilities:</u> 1. You will ensure the security of the site by being responsible for opening and locking the premises before and after lettings/visits as necessary. 2. You will ensure the security of the site by setting and carrying out regular testing of the security and fire alarm systems in compliance with our health and safety protocols as required. 3. You will contribute to safety processes and cleaning operations, including regularly checking equipment to ensure it is in a good state of repair and suitable for use. 4. You will be aware of the provisions of health and safety legislation relevant to the site and will escalate any concerns to the Centre Manager at the earliest opportunity. 5. You will lead on cleaning, housekeeping and catering duties ensure adequate stocks of cleaning and housekeeping supplies are available. 6. You will support catering staff at mealtimes as required. 7. You will report faults and make repairs when necessary and forward any reported faults to the appropriate person. 8. You will empty and wash out dustbins and waste containers as required. 9. You will regularly monitor and clean bathrooms, toilets and communal areas. 10. You will sweep, scrub, buff, polish, or mop floors as appropriate. 11. You will clean windows and glass door panels. 12. You will remove chewing gum and graffiti, where required. 13. You will wipe or wash walls, lockers, window ledges, skirting boards, radiators and pipework and furniture, etc. as required. 14. You will ensure that chemicals are handled, stored and used correctly and appropriately. 15. You will move furniture and equipment throughout the centre as required to ensure the centre is presented to each booking in an appropriate and suitable layout. 16. You will attend and participate in meetings as appropriate for your role. 17. You will be able to work unsupervised as required in order to ensure all shifts are covered to ensure the smooth running of the centre. 18. You will support outdoor activities with either individuals or groups of children to ensure their safety. 19. You will act as a role model for children and young people at all times. 20. You will lead on the management of the centre laundry cleaning process. 21. You will assist in the creation and maintenance of resources for the centre to use in order to offer an excellent service to the children and young people visiting the provision and strive to continually improve the offer available. 22. You will support the Centre Manager in the management of bookings to the centre. 23. You will be required to drive the minibus from time to time to support activities delivered and/or planned by the centre.	

General

24. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
25. You will participate in training and other learning activities and performance development as required.
26. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
27. You will ensure strict confidentiality in all areas of work.
28. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
29. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
30. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
31. You will always comply with the Trust's policies and procedures.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Passionate about educating children about the environment (I, R)
- Ability to interact positively with children and young people (A, I, R)
- Strong communication skills, both verbal and written (I, A, R)
- Good ICT skills and knowledge of using MS Office programmes (I, A)
- Ability to work independently and within a team (I, R)
- Proven understanding of the issues associated with health and safety and site security (A, I, R)
- COSHH awareness or qualification, or willing to obtain within a set timeframe (A, C, I)
- Ability to maintain appropriate records (A, I, R)
- Ability to form and maintain appropriate, effective and positive relationships and partnerships with others (R)
- Ability to develop knowledge and understanding of a wide range of legislation, statutory frameworks and policy in relation to education (including outdoor education), health and safety and safeguarding children and adults (A, I)
- Good understanding of the operational practices, working methods, quality standards, security issues, work schedules and priorities related to the full range of services required for the type of centre/activities (A, I)
- Knowledge of safeguarding children and young people (A, I, R)
- Demonstrable high level of personal drive, vigour and ambition to achieve challenging targets and improve outcomes (A, I, R)
- Holds a driving licence (C)

Desirable

- Experience of working in partnership with schools, local government and public sector organisations to achieve outcomes (I, R)
- Emergency First Aid or First Aid at Work qualification (C)
- Mental Health First Aid – Youth (C)
- Experience of running or supporting outdoor education activities

Key: C – Certificate; A – Application Form; I – Interview; R – Reference

BEHAVIOURS

- Reliable
- Resilient
- Proactive
- Organised
- Team player
- High levels of personal and professional integrity
- Self-motivated
- Trustworthy
- Flexible
- Adaptable
- Uses initiative
- Clear communicator
- Dependable

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with the Environmental Education Centre Manager, Principals/Heads of Academy and Senior Leaders from academies/schools

Support Staff – in regular contact with staff who are involved in administration, classroom support, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within health and safety and facilities.

External – in contact with suppliers, contractors and visitors as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.