

Site Assistant

Job Description

Full Time

Salary: Grade 2 - £24,702 - £25,992, all year round.

1. Job Purpose

- 1.1 To assist the Building Services Supervisor to provide a clean, safe and secure environment for users of the school buildings and grounds

2. Key Responsibilities

2.1 General

- 2.1.1 Security of the school's buildings and grounds
- 2.1.2 Deputise for BSS key holidays
- 2.1.3 Operation of the school's heating plant
- 2.1.4 General portorage duties including movement of furniture and equipment within the school within Health & Safety guidelines
- 2.1.5 Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.1.6 Ensure toilets are adequately stocked with toilet requisites
- 2.1.7 Regular checks to ensure fire alarms and all firefighting equipment are in working order
- 2.1.8 Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.1.9 Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- 2.1.10 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- 2.1.11 Deputise for the BSS when required

3.

3.1 Specific

- 3.1.1 The postholder will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the BSS in the full range of caretaker duties and anywhere in the school if required by operational needs
- 3.1.2 Some of the work may need to be done out of doors such as repairs, and security checks in wet weather
- 3.1.3 If the school premises are extensively used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the BSS to share with others attendance during lettings for which additional payments will be made in accordance with agreed rates.
- 3.2 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 3.3 To ensure all tasks are carried out with due regard to Health and Safety
- 3.4 To undertake appropriate professional development including adhering to the principle of performance management.
- 3.5 To adhere to the ethos of the school
 - 3.5.1 To promote the agreed vision and aims of the school
 - 3.5.2 To set an example of personal integrity and professionalism
 - 3.5.3 Attendance at appropriate staff meetings and parents evenings
- 3.6 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

4. Supervision Received

- 4.1 Supervising Officer's Job Title: _____

4.2 Level of supervision: Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

5. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

6. **Special Conditions**

None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course. Work Study Appreciation course. Recruitment and Selection Course.	AF/C
Experience Relevant work and other experience	Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation of work. Organisation and control of staff (where appropriate).	AF/I
Skills & Ability	*Delete if not applicable	AF/I

e.g. written communication skills, dealing with the public etc.	<p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <p>Self-reliant. Able to motivate self and staff. Able to communicate with other members of staff. Flexible approach/ attitude. Able to deal with emergency situations. Able to accept instructions from Head teacher or Premises Support manager as appropriate.</p>	
Training		
Other	Available for duty as necessary during opening hours of establishment. To be residential where required.	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
