

## Job Description

|   |   |
|---|---|
| <b>Job Title</b>                                | Site Assistant (Richmond Secondary School & Sixth Form)   |
| <b>Grade</b>                                    | E   |
| <b>Responsible To</b>                           | Site Manager  |
| <b>Staff Managed</b>                            | None  |
| <b>Job Family</b>                               | Estates Site Team - Support Services (Estates and Health & Safety)  |
| <b>Working Hours</b>                            |   |
| <b>Job Purpose</b>                              | <p>To provide site support to staff and students in the setup of school activities on the Richmond School site. To ensure a safe, functional working environment across the school site for all users. To contribute to the site duties detailed below, including call-out requirements. To be flexible in the nature of the duties, cover, emergency arrangements and work periods to meet the operational needs of the school.</p> <p>Ensuring operational implementation of associate Trust wide policies and procedures.</p>  |
| <b>Accountabilities / Main Responsibilities</b> |   |
| <b>Support for School &amp; Trust Staff</b>     | <ul style="list-style-type: none"> <li>● To attend and contribute to team meetings as and when requested.</li> <li>● Contribute to the planning, supervision and delivery of all building work including projects undertaken by contractors, adhering to school site induction procedures.</li> <li>● To communicate all premises and related H&amp;S issues to the Site Manager, in an appropriate and timely manner.</li> <li>● To undertake essential maintenance work in accordance with requests submitted by members of staff via the Every system.</li> </ul>  |
| <b>General Duties</b>                           | <ul style="list-style-type: none"> <li>● To ensure that the premises are unlocked and locked for the working day, lettings and all community use of the site, including out of hour functions as required.</li> <li>● To carry out security checks as required and ensure that all security systems are set at relevant times</li> <li>● To respond to emergencies, including severe weather, affecting the school premises outside normal hours.</li> <li>● To assist the Estate Manager/Site Manager in ensuring appropriate safety signage is displayed at all times.</li> <li>● To ensure that the site is kept free of litter and graffiti, and that emergency cleaning duties are carried out during the day if required.</li> <li>● To assist with the movement of furniture and equipment as and when necessary, including setting up for examinations, school functions, productions etc.</li> <li>● To provide first line maintenance and minor works, including painting, decorating, fixing shelves, taps, locks and other tasks within the individual competencies of the wider team, also maintaining the school grounds, including localised grass cutting, hedge trimming, gardening etc. if required.</li> <li>● To manage deliveries to site, ensuring all goods received are properly checked, logged and distributed to the correct staff / location in a timely manner.</li> </ul> |

|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>• To use available resources efficiently and effectively.</li> <li>• To apply health and safety related good working practice at all times.</li> <li>• To proactively manage and minimise risk within all areas of responsibility.</li> <li>• To comply with school &amp; Trust policies including child protection, health and safety and equality and diversity at all times.</li> <li>• To ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate, including the potential of earlier starts to complete in preparation for staff/pupil arrival.</li> <li>• To check the operation of the boiler / heating plant and ensure that the premises are heated appropriately utilising the BMS systems where fitted.</li> <li>• To assist with the monthly readings for all utilities ensuring they are monitored on a regular basis.</li> <li>• To respond to any other responsibility reasonably requested by the school.</li> <li>• To drive any Trust vehicle (within licence holders restrictions) as per the needs of the schools or Estate Team.</li> <li>• To place orders for minor works, repairs or general stock replenishment.</li> </ul>  |
| <b>Skills Development</b> | <ul style="list-style-type: none"> <li>• To engage actively in the Performance Management Review process.</li> <li>• To take responsibility for own job-related and personal development by participating in any relevant in-service training and undertaking appropriate personal and professional development activities.</li> </ul>   |
| <b>Safeguarding</b>       | <ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young persons who you are responsible for or come into contact with.</li> <li>• Hold and develop knowledge of data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate whilst reporting any concerns directly to the DSL as soon as possible.</li> </ul>   |
| <b>Data Protection</b>    | <ul style="list-style-type: none"> <li>• Hold and develop knowledge of data protection issues in the context of your role.</li> </ul>  |
| <b>Health and Safety</b>  | <ul style="list-style-type: none"> <li>• To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others.</li> <li>• To report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.</li> <li>• To assist the Site Manager with the Asbestos Register review ensuring the documentation is up to date at all times.</li> <li>• To assist the Site Manager in carrying out all required yearly, quarterly, monthly and weekly testing including the following; Legionella, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, fixed wire testing, etc.</li> <li>• Contribute to the maintenance of all records for the above ensuring that all documentation is available for review by the Site Manager.</li> <li>• To assist the Site Manager with a proposed plan of work to address issues raised following receipt of specific surveys undertaken by external bodies or contractors.</li> <li>• To assist with the maintenance of appropriate Health and Safety procedures, relating to all work undertaken by site services, grounds, and cleaning staff in line with current legislation.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul> |

|                         |   |
|-------------------------|---|
|                         |   |
| <b>Equalities</b>       | <ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop your own understanding of equality issues.</li> </ul>  |
| <b>Flexibility</b>      | <ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional Trust wide duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures.</li> </ul>   |
| <b>Customer Service</b> | <ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul> |

## Person Specification

| <b>Job Title</b>  | Site Assistant (Richmond Secondary School & Sixth Form)            |   |
|---|--|---|
| <b>Grade</b>  | E  |   |
| <b>Responsible To</b>   | Site Manager   |   |
| <b>Staff Managed</b>  | None   |   |
| <b>Job Family</b>   | Estates Site Team - Support Services (Estates and Health & Safety) |   |
| Essential   |  | Desirable (if not attained, development may be provided for successful candidate)   |
| <b>Knowledge</b>  |  |   |
| <ul style="list-style-type: none"> <li>• A working knowledge of Health and Safety</li> <li>• Knowledge of building related general compliance requirements</li> <li>• Knowledge on the use of tools for making minor repairs</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Technical building maintenance knowledge</li> <li>• Knowledge of Building Regulations in relation to maintenance tasks</li> <li>• Awareness of Health, Safety and fire regulations relating to building maintenance tasks</li> </ul> |
| <b>Experience</b>   |  |   |
| <ul style="list-style-type: none"> <li>• Previous experience of carrying out building maintenance tasks with hand and power tools</li> <li>• Previous experience of supervising contractors</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Experience in mechanical or electrical maintenance</li> <li>• Experience in a construction trade</li> </ul>  |
| <b>Occupational Skills</b>  |  |   |
| <ul style="list-style-type: none"> <li>• Good planning and organisational skills</li> <li>• An ability to work under pressure, without supervision, prioritising your own workload across multiple sites</li> <li>• Ability to communicate effectively (verbally and written) and appropriately with school and Trust staff, external contacts and agencies</li> <li>• Ability to use initiative and problem solving skills</li> <li>• Ability to work independently and within a team</li> </ul> |  | <ul style="list-style-type: none"> <li>• Familiarity with Microsoft Office/Google applications</li> <li>• Familiarity with compliance and maintenance reporting software programs</li> </ul>  |
| <b>Qualifications</b>   |  |   |
| <ul style="list-style-type: none"> <li>• Any related qualifications that display a level of competency to fulfil the role</li> </ul>  |  | <ul style="list-style-type: none"> <li>• A general Health &amp; Safety Qualification or Certificate</li> <li>• A construction trade qualification, or working towards.</li> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>          |
| <b>Other Requirements &amp; Conditions</b>  |  |   |
| <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Possess a full driving licence and have use of a vehicle for business purposes (travelling to school sites) along with the appropriate insurance type</li> <li>• The Trust operates a 'no smoking policy' on all of its sites, including the use of vapes.</li> </ul>  |  |   |