

# The Chiltern School

## Site Assistant Job Description

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 2A (SEN) Point 5 / £25,583 per annum
Working Hours	35 hours per week, 52 weeks per year hours Monday - Friday 6am - 1.30pm

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### Job Purpose

To assist the Site Agent and **Operational Lead** in maintaining a clean, secure, and safe environment across the school premises for pupils, staff, and visitors. This role involves manual handling, grounds maintenance, and responding to immediate hygiene or safety issues.

### General Duties

#### Key Responsibilities and Duties

##### Cleaning & Hygiene

- Respond immediately to hygiene incidents, such as "body fluid" spills (vomit/toileting accidents), to maintain high hygiene standards.
- Monitor and restock consumables (e.g., soap, toilet roll) across the site.
- Operate and maintain industrial cleaning equipment (buffers, vacuums).
- Ensure general school cleanliness and clear litter across the premises.

##### Maintenance & DIY

- Assist the Site Agent with minor repairs and general maintenance tasks as instructed.
- Carry out general repairs, which may include painting, fixing furniture, basic plumbing, electrical, and carpentry tasks.
- Respond to emergency damage as needed.

##### Grounds & External

- Maintain the school grounds, including basic gardening duties such as weeding and trimming bushes.
- Ensure playgrounds and paths are kept free from litter, leaves, and debris.
- Clear snow and grit/salt paths during inclement weather to ensure safe access for all.

##### Security & Health and Safety

- Act as a key holder for locking/unlocking buildings and setting intruder alarms.
- Ensure all windows and doors are closed and secured at the end of the day.
- Check perimeter fencing as required.
- Assist the Site Agent to conduct regular health and safety checks, such as fire alarm tests, water temperature checks (Legionella), and emergency lighting tests.
- Immediately report any damages, hazards, or unauthorized persons on site to the Site Agent and Operations Lead
- Manage waste and ensure appropriate disposal.

##### General Support & Portage

- Carry out portage duties, including setting up and arranging furniture for school meetings and events.
- Receive deliveries and assist with moving furniture and equipment across the site.
- Assist the Site Agent to liaise with and supervise contractors on-site.

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- Be able to drive school vehicles to support site operations, including waste management and the collection or transportation of resources.
- To assume the responsibilities of the Site Agents, where applicable, in their absence

### **Training**

- Undertake designated safety roles including Fire Warden,. Maintain appropriate training and competency in working at height, ladder safety, and the use of evacuation chairs.
- To be aware of and adhere to all Council procedures on health and safety, including asbestos procedures
- To attend all essential Health and Safety training courses and mandatory school training
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
- To undertake any other duties of a similar level and responsibility as may be required from time to time

### **Values and behaviour**

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

### **Personal and professional conduct**

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

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### Responsibilities

The post holder is accountable to their line manager at all times.

### Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Person Specification			
Methods of assessment	Essential/ Desirable	Application	Interview
<b>Qualification, Education and Training</b>			
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> </ul>	<ul style="list-style-type: none"> <li>Relevant trade qualification (e.g. carpentry, electrical, plumbing)</li> <li>A clean driving licence.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Basic DIY knowledge covering plumbing, electrical, and carpentry.</li> <li>ICT literate</li> <li>Use of computer based Health and Safety platforms ie Smartlog</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a school, caretaking, or maintenance,</li> </ul>	Use of computer based Health and Safety platforms ie Smartlog

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<p><b>Knowledge and understanding</b></p>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative when required</li> <li>• Ability to undertake a range of routine maintenance tasks</li> <li>• Ability to communicate in writing</li> <li>• Ability to develop good working relationships with staff, pupils, visitors, contractors etc</li> <li>• Ability to work as a team member</li> <li>• A commitment to equality principles and practice and a commitment to the school equal opportunities policy</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of health and safety regulations</li> <li>• Working with basic hand and power tools</li> <li>• A strong commitment to the welfare and safeguarding of children.</li> <li>• Willingness and physical fitness to undertake manual work, including bending, lifting, and prolonged periods of standing.</li> <li>• Proven reliability, punctuality, and a strong work ethic.</li> <li>• A basic understanding of, or willingness to learn, Health &amp; Safety regulations, including COSHH (Control of Substances Hazardous to Health) and fire safety.</li> </ul>	<p>Ability to undertake a range of routine maintenance tasks.</p> <p>Ability to communicate in writing</p>
<p><b>Characteristics and Competencies</b></p>	<ul style="list-style-type: none"> <li>• Ability to work hard and take a pride in the job with commitment</li> </ul>		

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	<p>to achieving high standards of cleanliness and hygiene</p> <ul style="list-style-type: none"> <li>● Willingness to undertake further training</li> <li>● Trustworthiness</li> <li>● Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</li> <li>● Ability to undertake manual work and to perform tasks set out in the job description</li> <li>● Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)</li> <li>● Must be fluent in the English language in accordance with the Immigration Act 2016</li> <li>● Willingness to wear protective equipment as supplied</li> </ul>		
<p><b>Personal qualities</b></p>	<p>At The Chiltern school we expect all staff to demonstrate and model our core values. Curiosity, Kindness, Respect, Aspiration, Courage.</p> <p>These are particularly</p>		

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	<p>important for this role but you will also need to demonstrate that you are:</p> <ul style="list-style-type: none"> <li>● Empathetic</li> <li>● Well organised</li> <li>● Diligent</li> <li>● Conscientious</li> </ul>		
<b>Skills and Abilities</b>			
<b>Values and Behaviours</b>			