



## **JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT**

**Name:**

**Job Title:** Site Assistant

**Grade:** NJC 3-4

**Hours / week:** 35 hours per week, Monday to Friday (2.30pm to 10pm)

**Weeks / year:** Full year

### **Post overview**

The site team are responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The primary responsibilities are detailed below. This list is not exhaustive and it is expected that the role will constantly be developed to meet the needs of the students, staff and the school.

### **Specific Responsibilities**

#### **Security and associated duties**

1. Carry out security procedures for school buildings and grounds.
2. Open and close school premises every morning for school use, lettings, maintenance and emergency services.
3. Ensure emergency fire exits are not obstructed.
4. Liaise as necessary with the emergency services.
5. Report acts of vandalism to the Headteacher and police as necessary.
6. Act as a nominated First Aider (training will be provided if necessary).
7. Attend staff meetings as and when required.
8. Have an awareness of safeguarding. It is a requirement of the post holder to be conversant with the school's Child Protection and Safeguarding Policies.

#### **Lettings**

1. To provide support to the Site Manager in all aspects to ensure the smooth running of the school.
2. Comply with instructions from the Headteacher concerning letting procedures.
3. Check areas between lets for safety i.e. clear spillages, check equipment.
4. Ensure that lettings comply with the lettings agreement.

5. Where requested by the Site Manager, be available on site during lettings to:
  - Give any assistance to the hirer of the facilities
  - Ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities
  - Ensure that the requirements of the licensing justices are met during any letting
  - Carry out necessary cleaning of areas within the letting agreement

### **Sickness absence cover**

Occasional weekend cover in the case of absence within the site team.

### **Finance and ordering**

Dealing with companies contracted for ongoing maintenance.

### **Heating**

1. Check and control system functions.
2. Regularly check heating system, with due regard to appropriate safety requirements.
3. Report all defects to Site Manager and Headteacher.

### **Deliveries**

Deliver orders to the correct member of staff when notified by the finance officer.

### **Furniture moving**

1. Move such items of school furniture as required, with due regard to current health and safety regulations.
2. Set up rooms in preparation for school functions, visitors' meetings, exams and staff training.

### **Energy conservation**

1. In conjunction with the Headteacher, implement all agreed policies.
2. Read, record and report all meter readings as required by the Headteacher.
3. Inform the Headteacher of any concerns.

### **Emergencies**

1. Clean spillages as required.
2. Manage all bursts, leaks, floods, fires and breakages as appropriate.
3. Manage all electrical and gas emergencies.

4. Ensure access for emergency services, assisting as necessary and secure premises as required.
5. In the event of a break-in that is confirmed by Clearview, respond to make secure the site, liaising with senior staff and police as required in the absence of the Site Manager.

### **Internal maintenance**

1. Report all defects which require specialist repair, inspect electrical fittings.
2. Replace lamps and domestic fuses as required.
3. Regularly inspect plumbing and report defects as appropriate.
4. Undertake minor repairs to fixtures and fittings including desks, tables and chairs.
5. Be responsible for the supply and availability of all hygiene materials.
6. Remove graffiti as required by the Headteacher.
7. Carry out minor repairs to school equipment as agreed with the Headteacher.
8. Purchase materials for minor repairs as directed by the Site Manager.
9. Carry out minor works in order to improve the site; this will include some redecoration work, as required by the Headteacher.
10. Attend appropriate training courses as required by the Headteacher.

### **External maintenance**

1. Maintain cleanliness and general tidiness of all external areas.
2. Empty litter bins on a daily basis.
3. Clean and clear all drains and gullies to ensure effective and healthy operation.
4. Inspect outside fabric of school and report or repair defects.
5. Inspect all fences, gates, walls, steps and lights.
6. Remove or obscure all graffiti on external surfaces.
7. Undertake designated gardening duties.
8. Clear leaves, snow, ice, moss and detritus as appropriate.
9. Inspect all outside areas for dangerous materials and remove.
10. Carry out external window cleaning.
11. Carry out minor works in order to improve the site; this will include some redecoration work.

### **Person Specification**

- Able to work as part of a team with good interpersonal skills.
- Competent in the use of ICT.
- High personal work standards.
- Strong interpersonal skills.

- Ability to build good working relationships.
- Strong organisational skills.
- Good level of English and Maths to GCSE C / 4/5 preferred.
- Handyman skills an advantage.