



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: TRUST ASSISTANT SITE OFFICER

RESPONSIBLE TO: AMVC SITE MANAGER

LINE MANAGEMENT RESPONSIBILITY: NONE

BUDGET: NONE

OVERALL RESPONSIBILITY:

- To assist in making the School a clean, healthy and safe environment for all.
- To assist in maintaining and developing the School premises and grounds.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the DfE's Keeping Children Safe in Education and Child Protection Procedures.

SECTION 1 - DUTIES:

Premises Management - Strategic

1. Work as a member of the Site Team ensuring that the school is open and staffed for all school activities and agreed lettings.
2. Contribute towards the arrangements for securing the premises and contents.
3. Be available for emergency repairs and call-outs as appropriate.
4. Monitor the work of contractors and report any concerns to the Site Manager.
5. Assist in the fulfilment of furniture arrangements and accommodation requests.

Premises Management - Finance

1. Promptly submit detailed returns of overtime to the Site Manager.

Premises Management - Maintenance and Repairs

1. Make good or report, as appropriate, items of damage or disrepair around the school.
2. Assist with the movement of school furniture for Parents Evenings, etc.
3. Assist with the distribution of deliveries around the school.
4. Change electrical lamps and tubes where necessary.
5. Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
6. Attend callouts, and if necessary conduct emergency boarding up to secure the school premises.
7. All aspects of ground maintenance across the MAT.

Premises Management - Environment

1. Assist with the efficient operation of the school's heating system, and keep the various boiler houses clean, tidy and safe.
2. Direct parents and visitors around the school.
3. Clean designated areas of the school.

Health, Safety and Security

1. Check that toilets are in good working order, kept clean, hygienic and free from litter.
2. Provide emergency cleaning after a child has been sick.

3. Adhere to all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
4. Assist in the checking for electrical safety of school electrical equipment as directed by the competent person. Carryout portable appliance testing.
5. Assist with the regular testing of the fire alarms.
6. Work with external contractors to check and ensure the correct working condition of all fire fighting equipment.
7. Assist with the precautions necessary to prevent fire or flood damage.
8. Conduct regular patrols of the school premises during school holidays – ensuring the security of the buildings.
9. Provide key holder cover during school holidays.
10. Attend after school activities, lettings and meetings as required.
11. Provide portorage provision for members of staff.
12. Challenge intruders where appropriate.
13. Undergo Basic First Aid training and update courses.
14. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Help to raise awareness amongst staff and students.
15. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
16. Support the schools implementation of all other current statutory requirements, eg Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc

Pastoral Care

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the College Improvement Plan taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	