



JOB DESCRIPTION

JOB TITLE	Peripatetic Site Assistant
ACADEMY	To be deployed across all Academies within the Derby Hub
GRADE	Grade D, (SCP 7-9) - £24,294 - £25,119 per annum

JOB PURPOSE

To provide maintenance and general security of school premises and sites thereby ensuring a safe environment for staff, pupils and visitors to the academy.

KEY TASKS – Security & Access

1. To travel and provide interim caretaking duties in the absence of the Site Manager across Trust sites.
2. To provide a lock/unlock service across all Trust sites when required in the absence of the Site Manager.
3. To act as a key holder to provide cover and respond to alarm systems as appropriate & when required.
4. Monitor fire safety equipment and assist with carrying out fire drills when covering in the absence of the Site Manager
5. Liaise with police, Derby City Council security and surveillance contractors.
6. Request contractors/workers to sign in and out the Visitors book, and to check their vehicles are not causing an obstruction.
7. Provide access to the school site outside normal school hours when required.
8. Liaise with external community groups regarding the use of the premises and complete any necessary paperwork.

KEY TASKS – Maintenance

9. Carry out various maintenance duties and repairs to ensure the general up keep and maintenance of premises Trust wide as per specific schedule.
10. Carry out minor improvement and decoration work e.g. erecting shelves and notice



boards, or painting walls and fences etc, as agreed with the Senior Site Manager/ Academy.

11. To provide assistance to other site staff regarding large projects across the Trust should the need arise
12. Carry out daily and weekly testing in accordance to Weblog requirements when covering in the absence of the Site Manager.
13. Develop knowledge and understanding of various Trust site heating plant, cooling and lighting systems.
14. Empty litterbins, collect and assemble waste for collection, and support the school's recycling activities.
15. Undertake day to day cleaning duties as directed including graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids).
16. Undertake activities to maintain a safe, clean and orderly learning and working environment, e.g. gritting, clearing paths of snow or leaves, and keeping drains clear.

KEY TASKS – Resources

17. Undertake regular health and safety checks, e.g. fire alarms and Legionella testing etc in accordance with Weblog when covering in the absence of the Site Manager
18. Complete relevant paperwork and/or input into and update Weblogs as appropriate.
19. Ensure timely and accurate, preparation and use of specialist equipment/ resources/ materials.
20. Ensure lights and other equipment are switched off as appropriate and assist with energy saving where possible.
21. Porterage duties including ensuring satisfactory distribution, collection of goods from school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events



STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff, contractors and visitors to the Academies

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Assistant Estates Manager

Responsible for: Not applicable

SPECIAL CONDITIONS

Enhanced DBS Disclosure required
Casual car allowance applied to this post

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			



PERSON SPECIFICATION

Job Title: Peripatetic Site Assistant

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Willingness to undertake NVQ 2 in related subject e.g. Cleaning & Support Services or 2 years' experience in an equivalent role	NVQ 2 in Cleaning & Support Services or equivalent	AF
	Numeracy and literacy skills	Driving licence free from significant endorsement	AF / I
	Willingness to gain First Aid Certificate	First aid certificate	AF / I
Experience	Experience of cleaning and caretaking		AF / I
	Handy-person/DIY experience to undertake general building maintenance and minor repairs		AF / I
	Experience of using a variety of cleaning equipment and hand power tools, e.g. buffing machines and drills etc.		AF / I
	Experience of completing straightforward paperwork		AF / I
	Organisational skills to prioritise work, to work to deadlines and work on own initiative		
	Basic ICT skills to enter data into a computer and keep simple records		AF / I
	Ability to respond calmly to emergencies		AF / I
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)		AF / I	



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Knowledge	An understanding of health & safety procedures and regulations e.g. COSHH, including safe moving, lifting & handling Understand and recognise the importance of ensuring a secure and safe environment Understanding the importance of safeguarding and confidentiality to protect pupils		AF / I AF / I AF / I
Work circumstances	To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours		AF/I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview