

THE HARMONY TRUST

JOB DESCRIPTION

JOB TITLE	Peripatetic Site Assistant.
------------------	-----------------------------

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 and Compliance.

1. To provide caretaking duties across the school site.
2. To provide a lock/unlock service across the school site.
3. To act as a key holder to provide cover and respond to alarm systems as appropriate & when required.
4. Undertake compliance related checks and confirm on the safety management system.
5. Identify and address security access or compliance concerns.
6. Carry out daily and weekly testing in accordance with Compliance requirements.
7. Liaise with Police, Council security and surveillance contractors.
8. Request contractors/workers to sign in and out the Visitors book, and to check their vehicles are not causing an obstruction.
9. Provide access to the school site outside normal school hours when required.
10. Liaise with external community groups regarding the use of the premises and complete any necessary paperwork.
11. Undertake regular health and safety checks, e.g. fire alarms and Legionella testing etc in accordance with Compliance requirements.
12. Complete relevant paperwork and/or input into and update MS Forms as appropriate.

KEY TASKS – Maintenance

13. Carry out various maintenance duties and repairs to ensure the general up keep and maintenance of premises Trust wide as per specific schedule.

14. 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 / Deputy Senior Site Manager / Academy.
15. To provide assistance to other site staff regarding large projects across the Trust should the need arise.
16. Develop knowledge and understanding of various Trust site heating plant, cooling and lighting systems.
17. Empty litterbins, collect and assemble waste for collection, and support the school's recycling activities.
18. 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).
19. 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.
20. Ensure COSHH risk assessments are in place for all relevant products on site.

KEY TASKS – Resources

21. Ensure timely and accurate, preparation and use of specialist equipment/ resources/ materials.
22. Ensure lights and other equipment are switched off as appropriate, and assist with energy saving where possible.
23. 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 understand 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, contactors, and visitors to the academy

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Senior Site Manager / Deputy Senior Site Manager.

Responsible for: Not applicable

SPECIAL CONDITIONS

Enhanced DBS Disclosure Required
Casual car allowance applied to this post

	DATE	NAME	POST TITLE
PREPARED	July 2022	Antony Crocker	Head of Estates & Facilities
REVIEWED	November 2024	Antony Crocker	Head of Estates & Compliance
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	AF / I
	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
Skills & Abilities	Ability to work as part of a team		AF / I
	Ability to communicate well with adults and children		AF / I
	Ability to demonstrate a practical approach to problem solving		AF / I
	Organisational skills to prioritise work, to work to deadlines and work on own initiative		AF / I

	<p>Basic ICT skills to enter data into a computer and keep simple records</p> <p>Ability to respond calmly to emergencies</p> <p>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)</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>An understanding of health & safety procedures and regulations e.g. COSHH, including safe moving, lifting & handling</p> <p>Understand and recognise the importance of ensuring a secure and safe environment</p> <p>Understanding the importance of safeguarding and confidentiality to protect pupils</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours</p> <p>Enhanced Disclosure & Barring Check to be carried out</p>		<p>AF / I</p> <p>AF/I</p>

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview