



Watford Grammar School for Boys

Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901

www.watfordboys.herts.sch.uk

JOB DESCRIPTION

Position: Saturday Site Assistant (Casual)

Department: Watford Grammar School for Boys Site Staff

Responsible to: Site Manager (Line Manager)

Hours: Saturdays depending on lettings
Additional work on Sundays and midweek evenings may be available.

Duties and Responsibilities

The Site Assistant will be responsible for the lettings' events taking place and for the security of the site along with other maintenance duties.

Security

- Opening and closing, unlocking and locking of school gates and buildings and unsetting and setting of school alarm system.
- At times, open and close the school for evening use as arranged by the Site Manager.
- Responding to, and resetting of school alarms and liaising with the police, fire, security and alarm companies.
- Overall security of the school premises including the securing of all windows and doors.

General.

- General site maintenance and repair tasks
- Upkeep and general care of the school.
- Cleaning and tidying of the internal school building in designated areas if, required.
- To empty internal communal rubbish bins as required
- Clean and Hoover specific offices as directed by Site Manager when required.
- Replenishment of toiletries as required.
- General portorage duties and moving of furniture.
- Preparation of Hall for functions as required.
- Ensure that clear passage ways are maintained on fire escape routes
- Report any defects of building, furniture, fittings and equipment to the Site Manager.

Heating, Lighting and Water

- The switching off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively.
- Be aware of the location of all stopcocks, gas and electricity valves/points.

Lettings:

- Complying with the instructions received from the Site Manager concerning letting procedures and carrying out as per letting agreement.
- You may need at times need to be available during the course of the letting to:
 - a) Give assistance to the hirer relative to the facility hired.
 - b) Ensure that functions are properly conducted in accordance with the letting agreement; behavior of the hirer is not detrimental to the site or facilities.
 - c) Carry out necessary cleaning of areas within the letting agreement.
 - d) Carry out any routine maintenance to the school buildings.

Knowledge, experience and training:

- Experience of working in a school or similar environment (Desirable)
- Flexibility and sensitivity to the needs of a wide range of users of the school (Essential)
- Flexibility of working shift patterns on Rota as and when required as directed by the Site Manager.
- Knowledge of efficient cleaning methods and materials (Desirable)
- Knowledge of using email and IT (Desirable)
- Full, clean driving license (Desirable)

Physical effort:

Moving and carrying furniture and other equipment e.g. desks, tables, chairs

Additional information:

The school premises are used extensively during evenings and weekends for school activities and by outside hirers. The post holder will be expected, by mutual agreement with the Site Manager, to share with others attendance during these lettings for which additional payments will be made.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Watford Grammar School for Boys is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.