

Job Description			
<b>Role</b>	Site and Lettings Assistant	<b>Reports to</b>	Site Controller
<b>Grade</b>	Grade 3 SP5	<b>Hours of work</b>	20 hours per week, TTO plus 5 INSET days
<b>Purpose</b>	To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, under the general direction of the Site Controller. Job role based at Maiden Erlegh Chiltern Edge, but occasional work at other Trust sites may be required.		
<b>Scope</b>	<b>Main contacts:</b> Students, staff, Contractors	<b>Staff responsibilities:</b> None	<b>Financial accountability:</b> None
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times</li> <li>• Keep records relating to maintenance and security</li> <li>• Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately</li> <li>• Undertake general portage duties including moving furniture and equipment within school</li> <li>• Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site</li> <li>• Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)</li> <li>• Receive deliveries to the school site</li> <li>• Collect and assemble waste for collection.</li> <li>• To be available for lettings and school events out of school hours, potentially to include at other schools within the Trust</li> <li>• Creating and maintaining positive and supportive relationships with staff, parents, business, community and other stakeholders</li> <li>• Engaging with appropriate training opportunities to promote professional effectiveness in this role</li> <li>• Retaining confidentiality about all aspects of school life</li> <li>• Being prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:</li> <li>• Cover of the school's needs throughout the day</li> <li>• Appropriate cover for colleagues when absent for any reason</li> <li>• Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.</li> </ul> <p><b>Individuals in this role may also undertake some or all of the following:</b></p> <ul style="list-style-type: none"> <li>• Periodic cleaning of designated areas of the school building and grounds according to instructions</li> <li>• Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment</li> <li>• Undertake lettings and carry out associated tasks, in line with local agreements</li> <li>• Act as a designated key holder, providing emergency access to the school site</li> <li>• Act as school contact in relation to premises related contractors</li> <li>• Organise testing for asbestos and other health and safety procedures.</li> </ul>		



	<p><b>Lettings Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To be a key holder for the school, opening and closing the school before/ after lettings.</li> <li>• To communicate with the letting/user, ensuring they are fully aware of the Health and Safety policy and Emergency procedures.</li> <li>• To assist in the setting up of equipment and ensure the areas used are tidy and ready for use for the next day.</li> <li>• To assist in the setting up and putting away of tables and chairs during exam periods to enable lettings to take place without disruption.</li> <li>• Carry out minor maintenance work and odd jobs around the school when necessary.</li> <li>• To undertake cleaning duties when necessary.</li> <li>• To report any damage that has been caused by the user to the Estates Manager or School Business Manager.</li> <li>• To ensure the school is secure and classrooms are kept locked at all times.</li> <li>• To have knowledge in Health and Safety procedures.</li> <li>• To carry out a facility inspection of the school and report any defects.</li> <li>• To direct visitors to the designated area of hire.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A sense of responsibility and ownership</li> <li>• Ability to take initiative and work independently</li> <li>• Ability to work within a team environment</li> <li>• Excellent communication and interpersonal skills</li> <li>• Knowledge of Health and Safety in relation to Buildings Maintenance</li> <li>• Knowledge and experience of maintenance of buildings</li> <li>• Ability to prioritise tasks</li> <li>• Confidentiality at all times</li> <li>• A pro-active and flexible approach to work</li> <li>• A commitment to self-development and a willingness to learn and develop personal skills</li> </ul>
<b>Organisational Chart</b>	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; display: inline-block; margin-bottom: 10px;"> <b>Site Controller</b> </div> <div style="text-align: center; margin: 0 10px;">↓</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; display: inline-block;"> <b>Site and Lettings Assistant</b> </div> </div>

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder