



Job Description and Person Specification

Title: Site Assistant (Part-time)

Grade: BR5 Actual salary £16,750-£17,769 (FTE £24,126-£25,588)

Department: Site Team

Section:

Post No:

Reports to: Site Manager

MAIN PURPOSE

To assist in all operations relating to the school's premises, providing a clean and safe environment for users of the buildings and grounds.

Duties and Responsibilities

- Carry out cleaning duties as required, including carrying out spot checks and emergency cleaning (spillages, bodily fluids, broken glass etc), and to replace toiletries as necessary
- Carry out minor repairs and routine maintenance to the buildings, including repairing broken furniture, boarding up broken windows, replacing locks, removing graffiti etc.
- Work with the Site Manager to ensure robust opening and closing of the site each day and the necessary required checks
- Carry out minor grounds maintenance work to areas as required
- Maintain all outside areas in a clean, tidy and safe condition, including picking up litter, unblocking drains and gullies, salting paths and play areas during freezing weather, clearing snow etc.
- Receive stock deliveries, distributing it as required, and to move and set out furniture and equipment as requested
- Operate the heating and ventilation systems, including checking temperature gauges, time clocks, meter readings etc., and to ensure the maintenance and operation of lighting, water supplies, drainage and other basic services
- Report all faults to the Site Manager, and liaise with contractors concerning repairs and maintenance

- Supervise contractors on site, monitoring their work and reporting on their performance as required to the Site Manager
- Regularly check that outside safety/security lighting, fire safety equipment, mechanical and electrical equipment are in good working order and to report all defects to the Site Manager
- Collect or deliver items offsite as required
- Assist in the maintenance of records as directed by compliance manager, eg: PAT tests, fire alarm, security alarms, emergency lighting, meter readings
- Carry out all duties with due regard for Health and Safety regulations and to comply with the Trust's Health and Safety Policy
- Assist with practice of emergency procedures in accordance with Trust policy
- Ensure the security of and access to the premises at all times.
- To receive visitors and direct them as appropriate, eg: for lettings and other evening and holiday events
- To attend and undertake training courses as directed by the Site Manager
- To undertake any other reasonable duties, consistent with responsibilities, as required by the Site Manager
- Deputise for and assist the Site Manager as required

Administration

- Keep regular logs of work undertaken and work that has been requested

Resources

- Ensure security, certification and safe storage of deliveries to school.
- Operate relevant equipment, eg fire equipment and heating plant.
- Responsible for security of valuable equipment and premises.

CONTACTS AND RELATIONSHIPS

Site Manager
 Headteacher
 Leadership Team
 Business Manager
 Administrative staff
 Teaching staff
 Contractors
 Trust Estate Manager
 Trust Compliance Manager

Date drawn up:

	Essential	Desirable
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Experience	<ul style="list-style-type: none"> • Experience of DIY and maintenance • 	<ul style="list-style-type: none"> • Clean driving and ability to drive minibus
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to use relevant equipment, materials and chemicals • Knowledge and understanding of the security of premises 	<ul style="list-style-type: none"> • Effective use of ICT to support role logging • Knowledge of Health and Safety Regulations
Qualifications and Training	<ul style="list-style-type: none"> • Basic numeracy and literacy skills 	<ul style="list-style-type: none"> • Fire Marshall Trained • First Aid Training
Personal Qualities	<ul style="list-style-type: none"> • Good communication skills. • Evidence of good organisational skills • Self motivated • Adaptable to change, highly flexible • Self-motivated and hard working. • A commitment to promoting the welfare and safeguarding of children. • Calm, patient and an appreciation of a sense of humour. • Ability to relate well to children and adults. • Team player. • Flexible attitude. 	

Impact Multi Academy Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Any appointment will be subject to the receipt of satisfactory health check, references and enhanced DBS check.