



## Job Description

KEY INFORMATION	
Post title:	Site Assistant
Grade:	4
Responsible to:	Principal
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To make sure that the school buildings and grounds are safe, secure and in proper working order, maintaining a safe working environment for all.

MAIN DUTIES AND RESPONSIBILITIES	
1	Secure the buildings and grounds, including unlocking and securing of buildings and carrying out security checks, which may include activities outside normal school hours
2	Act as key holder and one of the points of contact for access to the school premises out of hours
3	Carry out minor repairs, e.g. securing broken windows, changing light bulbs/tubes, unblocking sinks/drains and reporting any faults requiring a contractor
4	Ensure that the premises are clean and that rubbish is collected and taken away and any graffiti is removed
5	Maintain the grounds and remove litter, including salting and gritting and clearance of snow in adverse weather conditions
6	Accept deliveries and check off receipt of goods as and when required
7	Ensure the safe storage of equipment and supplies
8	Ensure that all fire safety and health and safety regulations are adhered to
9	Arrange furniture and prepare rooms for meetings and activities and clear away afterwards
10	Take pool readings daily and complete appropriate logs, and adjust the chemicals as required. Clean the pool as required to maintain standards every day, as required in the pool user's manual



<b>GENERAL RESPONSIBILITIES</b>	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	Good standard of literacy and numeracy
2	First Aid qualification or willingness to undertake this (desirable)
Experience	
1	Experience of working in a similar role or experience working in a maintenance or manual role
2	Experience of working in a school or educational setting (desirable)
Skills/Knowledge/Abilities	
1	<p>A good level of practical skills in the following areas:</p> <ul style="list-style-type: none"> <li>● Buildings and grounds maintenance</li> <li>● Manual handling techniques</li> <li>● Security issues (including re-programming alarms)</li> <li>● Safe use of power tools</li> <li>● Locksmith techniques</li> </ul> <p>Cleaning and maintenance of floor coverings and use of specialist equipment</p>
2	Ability to use basic IT packages (e.g. Microsoft suite, email).
3	Good written and verbal communication skills; able to communicate effectively and clearly
4	Excellent time management and organisation skills
Personal Attributes	
1	Able to follow instruction and adhere to standard procedures and protocols
2	Ability to work successfully alone and as part of a team
3	Flexibility, with a professional approach to work, including working alternative and occasionally additional hours as some weekend working will be required
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour



**EXCEL  
LEARNING  
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3	Satisfactory Enhanced DBS check
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