

POST TITLE: Site Assistant	GRADE: 4 SCP 7-10
RESPONSIBLE TO: Area Estates Manager	

Responsible for:

No direct reports

Purpose of role:

To undertake a wide range of duties and responsibilities connected with the Trust sites, buildings and environments providing an efficient, effective and professional estates service for the Trust.

The post-holder will

- Ensure the safety and security of site users at all times
- Undertake regular checks, internal and external maintenance and maintain the cleanliness and professional appearance of buildings and grounds at all times

Principle Accountabilities:

Support for the school:

- Assist in ensuring the Trust Estates Team are responsive to the needs of the schools
- Undertake a range of minor maintenance work, as agreed with the Area Estates Manager, with regard to the day to day maintenance of Trust premises and its furnishings e.g. remedial painting and decorating, repairs to fixings and small scale improvements
- Responsible for the general tidiness, cleanliness and safety of the outside areas e.g. the removal of litter and graffiti from paths and hard surfaces, keep surface drains free of obstruction, ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate
- Responsible for cleaning areas not covered by other contracts together with emergency cleaning duties arising during the working day
- Undertake general portage duties to include the setting out and putting away furniture as necessary
- Provide support in traffic and car park management at busy times e.g. open evenings, school performances, external lettings
- Ensure site emergencies are dealt with promptly and efficiently. These include cleaning sickness and spillages, dealing with instances of bursts, leaks, floods, fires and breakages, all electrical and gas emergencies, making safe initially by turning off supply

General

- Escort contractors and others to sites of repair and maintenance
- Carry out and record compliance checks for example weekly fire alarm checks, as directed by the Area Estates Manager
- Receive deliveries of goods and equipment and distribute as appropriate.

- To operate, where included in the premises, the swimming pool plant including the carrying out of water tests, the replacement of heat retention blankets, the cleaning of swimming pool surrounds, filtration, heating chemical dosing and seasonal duties
- Provide premises support duties for external lettings as directed by the Area Estates Manager
- In conjunction with the Area Estates Manager implement all agreed Energy Conservation policies including reading, recording and reporting meter readings
- Ensure there is appropriate access for emergency services, assist as necessary, secure premises as required

Other:

- Physical Effort - At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture
- Due to the nature of this role there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal
- As a key holder, the post holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time
- Tools, equipment and protective clothing will be provided where required.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Site Assistant	Essential (E) or Desirable (D)
Education/Qualifications	

Basic literacy and numeracy skills	E
A GCE, GCSE, NVQ or similar qualification	D
Qualification / Trade appropriate to the job role	D
Experience	
Experience in DIY / practical skills	E
Experience in caretaking/premises management or a related field	D
Experience in dealing with contractors	D
Working as part of a team	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Proactive approach to work	E
Can do attitude	E
Professional disposition; confident dealing with visitors, contractors etc.	E
Calm under pressure	E
Works to high standards	E
Skills	
Excellent practical/DIY skills	E
Self-motivated and ability to use initiative	E
Can work effectively with minimal supervision	E
Excellent verbal communication skills	E
Basic IT skills	E
Observant – notices what needs to be done	E
Attributes	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Flexible approach to work in order to provide cover for Premises team	E