

## SITE ASSISTANT

### Job Description

**Location:** The Redhill Academy, Redhill Road, Nottingham, NG5 8GX

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 28 - 32

**Hours of work:** 25 hours per week, all year round. Shifts are 5 hours and will start and finish between 3-8pm in a weekly pattern.

Weekend lettings, for which overtime will be paid.

**Responsible to:** Site Manager

**Post objective:** To provide caretaking support to the academy, ensuring the security and general appearance of the buildings and grounds are maintained in accordance with the required standards.

#### Main Duties and Responsibilities:

##### Site Security and Safety

- To assume key holder responsibilities, opening and closing the academy as and when required (including evening and weekend lettings for commercial functions).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of Health and Safety issues to safeguard self and other users of the school.
- Carrying out Fire/Water safety checks as requested by Site Manager.
- Liaise with ground staff, security staff, contractors, as necessary.

##### Maintenance of the Academy Buildings

- Sharing responsibility for day-to-day maintenance of the buildings.
- If on the morning shift, ensure site is unlocked and safe to start the day.
- If on the evening shift, ensure site is locked up and secure.
- General repair and maintenance as requested by the site manager.
- Painting, decorating, simple joinery and plumbing work as necessary.
- To undertake portage tasks as necessary such as setting out furniture for examinations/assemblies/evening functions.
- Prompt removal of graffiti.
- Ensuring external areas are clean and tidy.
- Clearing snow and ice as necessary.

- Take on a regular cleaning section if required
- Supervise contractors as directed by the Site Manager.
- Assisting with delivery of equipment/supplies to designated areas.
- To undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.
- Attending to the heating of the premises as necessary.

#### Grounds Keeping

- Cut and maintain grassed areas, floral features, hedges and boundary fences
- Delivery a programme of weeding and eradication of weeds
- Ensure tree safety, cutting back where necessary in conjunction with the Site Manager
- Collect all foliage debris and move to designated areas
- Powerwash buildings and paths as necessary

#### General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the site and cleaning team, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.