

Site Assistant

Job description



Job Title:	Site Assistant
Line assistant:	Site Manager
Supervisory Responsibility:	None
Pay Level / Salary:	Level 4, Point Range 8 to 12, £29,014 to £30,847 per annum
Hours / Weeks per Year	37 per week, 52 weeks per year (26 days annual leave plus bank holidays).
Contract:	Permanent, full time, Monday to Friday Late Shift Pattern, working Monday to Thursday 10.00 am to 6.30 pm and Friday 10.00 am to 6.00 pm (daily 1 hour lunch break), and occasional weekends, as required.

Your responsibilities as a whole school team member are:

- To promote the school's vision, values and ethos.
- To share responsibility for and commitment to safeguarding and promoting the welfare of pupils.
- To have the welfare and care of all pupils as a priority when carrying out your responsibilities.
- To promote and use all school policies, systems and administration efficiently.
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- To maintain diplomacy and confidentiality in a professional and appropriate manner.
- Participation in the wider life of the school e.g. fundraising events, promoting positive relationships between staff and home and school.
- To take part in Continuing Professional Development (CPD) in accordance with the Trust and School's agreed policies.
- To be flexible and adaptable in the responsibilities you will assume, attending meetings, changing working pattern as required.

Main Purpose of the Post

As a member of the site team, under the direction of the Site Manager, ensure that the school site, facilities and the environment is safe, secure, well maintained and clean at all times, for the school to operate smoothly and efficiently.

Site Duties, including Safeguarding, and Health and Safety

- To work in compliance with all aspects of health and safety legislation, school and trust policies, and procedures.
- Assist in developing a positive health and safety culture throughout the school.
- Assist with monthly H&S tours / inspections and undertake risk assessments for classrooms and other internal areas; and external areas.
- Ensure the site is safe, all hazards are identified and actions taken to minimise risk swiftly; any incidents of unauthorised access by individuals during the school day are dealt with in accordance with school / trust policies and procedures.
- Ensure the visitor entrance system is used for all visitors / contractors and ID is worn at all times while on site.
- Ensure contractors are controlled through an agreed access system and monitored whilst on site.

- Ensure contractor services, e.g. refuse services, confidential waste and pest control, are mindful of the safeguarding requirements within a school and services are carried out professionally, with the prior knowledge of the Site Manager / Headteacher / SLT.
- To participate with testing and drills, maintaining records for inspection purposes.
- Carry out regular checks of play and PE equipment identifying and organising for repairs of such following liaison with the Site Manager..
- Assist with monitoring accident and near miss reports for RIDDOR reporting.
- Assist with the management of the COSHH register.
- To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- To assist with the accurate monitoring of the Asbestos register on an annual basis.
- Responsible for locking and unlocking of the school premises during term time and school closures in a timely manner, providing a reliable and punctual service for all site users. Ensuring that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- Cleaning, clearing, including litter picking of external areas, emptying / dis-infecting bins, ensuring the site is clean, safe, tidy and well presented at all times.
- Ensuring the school site is welcoming, attractive and well maintained by following an ongoing decorating/maintenance schedule
- Setting out furniture for assemblies, break times and special events in an expedient and timely manner, and cleared away afterwards.
- The provision of a portorage and furniture moving service, e.g. for school activities and events, is planned efficiently with minimal disruption to the school day.
- Receiving and checking deliveries, notifying discrepancies to the Finance Office, and ensuring the distribution of deliveries to the correct areas efficiently.
- Assist with health and safety checks, including ensuring corridors and evacuation routes are clear, portable appliance checks, alarm testing
- Working to a schedule, check all perimeter fencing, security devices, fire appliances and call points, the CCTV system, water temperature, lighting (internal and external) and alarms are fit for purpose / working correctly and the results are recorded accurately according to specified regimes.
- Routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors, window cleaning etc. and recorded accurately in a timely manner.
- Accurate reading and recording of utility / energy usage to schedule.
- The school heating and hot water systems are working effectively and on in a timely manner.
- Operational knowledge is up to date, including the location of all water and gas stop cocks and mains electricity power breakers, etc.
- Carry out emergency cleaning, including bodily fluids in toilets and elsewhere, water flooding, graffiti and chewing gum removal, i.e. as a result of accident, sickness and vandalism etc, adhering to health and safety procedures.
- Daily external and internal checks, report defects, maintenance or security issues to the Site Manager and assist with minor repairs and maintenance as directed.
- Drive the school minibus and hired vans to transport pupil, staff or equipment as required.
- To take a keen interest in best practice in all 'Green Matters' that would benefit the school community.
- To ensure mechanical / electrical equipment, including power tools, are maintained, fit for purpose prior to each use, and maintain the record of all tools and equipment, their state of repair and where they are kept.
- All tools and cleaning products are stored correctly and not accessible by pupils, and that hygienic standards and regulations are met.

- The school entrances and outside areas are always clean, free of litter, clear and welcoming, and safe to use in the event of snow, ice or flooding etc (gritted or salted, when required), and paths are cleared in accordance with the agreed risk assessment.
- Drains and gullies are free flowing and un-blocked as required.
- Monitor and report IT issues as necessary in relation to printers, whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs.
- To supervise the grounds contractor ensuring the school grounds are maintained to a high standard.
- All indoor and outdoor plants are adequately watered / maintained appropriately all year.
- Assist with the supervision of the cleaning contract cleaners under the direction of Site Manager.
- To safely undertake repairs, DIY projects and tasks related to minor works and the pre-planned maintenance programmes, including landscaping, painting and decorating, and refurbishment, in a timely and professional manner independently and as part of the team.
- To ensure Mini buses are roadworthy and documentation is maintained to show all relevant checks have been carried out.

School Lettings and After School Activities

- To be aware of all out of hours activities at the school and arrange for opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings, ensuring security of buildings and safe use of site throughout each let.
- Inspect all areas to be let before and after each let, preparing each area according to the requirements of the let i.e. moving furniture, preparing hospitality requirements, cleaning ensuring the area is ready for use by both the hirer and the school after the let.
- Meet and greet hirers, directing them and ensuring their needs are met throughout the let.
- Monitor the lettings programme and liaise with the Site Manager and Finance department on forthcoming bookings
- Ensure all hirers are given contact details, emergency procedures and safety briefings prior to the commencement of each let, ensuring all incidents, accidents and near misses are reported to the Site Manager and recorded in the accident reporting system.
- Throughout the let ensure that the site remains safe and that users of the site do not gain access to unauthorised areas

Please note key attributes for all staff at Cippenham School

- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ability to form positive relationships with pupils, parents and colleagues.
- Be honest, positive, kind, cheerful and enthusiastic.
- Promote the school in accordance with our values.
- Be punctual at all times.
- Be approachable at all times.
- Be polite and courteous.
- Lead by example.
- Follow school and trust policies and procedures
- Be smart at all times.
- Work in teams to create a secure, stimulating environment in which all children can flourish.
- Ensure that all resources and equipment are accessible to all pupils.
- Encourage children to take pride in their environment.
- Talk in an appropriate level and tone of voice.
- Deal with all incidents with initiative, tact and sensitivity.
- Speak to SLT openly and honestly about strengths and challenges.

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services.

The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Staff Member's Name: _____

Date:_____ Signature:_____

Site Assistant Person Specification



Knowledge, Skills and Experience	Essential Qualities	Desirable Qualities
Knowledge and an understanding of the importance of the safeguarding of children within a school setting	✓	
A good standard of education (minimum requirement - GCSE level 4 or equivalent, in English and Maths)	✓	
Health & Safety, trade qualifications eg NVQ		✓
Trade experience / technical knowledge, for example, plumbing, electrical or carpentry.		✓
Building maintenance, landscaping, painting and decorating experience	✓	
Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	✓	
Personal integrity, reliability and professionalism	✓	
Ability to undertake physical tasks including lifting, carrying, working at heights and using equipment to undertake the duties of the post	✓	
Good IT skills, with knowledge and experience of using Google and / or Microsoft Office Suite	✓	
Ability to work professionally in accordance with relevant legislation, guidelines, trust / school policies and procedures, especially those relating to safeguarding and health and safety.	✓	
Good organisational and administrative skills, with a commitment to ensure high standards at all times.	✓	
The ability to work under pressure, meet deadlines and demonstrate initiative when prioritising tasks .	✓	
Good interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately	✓	
Reliable and resilient, with the ability to be flexible and adapt to changing workloads and conflicting demands	✓	
Ability to work independently managing your time effectively, with self-motivation and confidence, and work well as part of a team	✓	
Able to work to own initiative, prioritising workloads (short, medium- and long-term plans) to meet deadlines.	✓	

Ability to co-ordinate and liaise with internal and external parties, always presenting the school in professional and efficient manner	✓	
Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events	✓	
A willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date	✓	
Hold a full, clean, driving license		✓