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# DEVONPORT HIGH SCHOOL FOR GIRLS

## JOB DESCRIPTION

### SITE ASSISTANT

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<b>Post Title:</b>	Site Assistant
<b>Grade:</b>	Grade C (Points 5-7)
<b>Hours:</b>	37 hours per week, Monday to Friday - All Year Round (with a half hour unpaid lunch). Applications for part time hours will also be considered.
<b>Responsible to:</b>	Estates Manager & Headteacher/Business Manager
<b>Responsible for:</b>	No line management responsibility.
<b>Job Purpose:</b>	To provide a clean, safe and well maintained site and school buildings. Some general maintenance of the premises and equipment will be undertaken. To adhere to the security needs of the school as a key holder. Supervise agency employees and visiting contractors; ensure all staff comply with health and safety regulations and safe working practices. Provide flexible support for the needs of the school.

### **Duties**

Roles and Responsibilities to include:

1. The maintenance of the internal and external area of the school
  - Ground Tasks: Weeding hard paved areas, treatment of pathways, trimming back shrubs and small trees, steps etc with salt, sand & grit, clearance of leaves and litter, plant and animal debris, maintenance of hard paved areas. Clear drains and guttering
  - Carpentry: Minor repairs, e.g. replacement of door handles, broken tables and chairs etc.
  - Decorating: General painting and decoration
  - General: General maintenance to include replacement of light bulbs, tubes, batteries, locks, furniture and undertake minor repairs. Assist Estates Manager with other maintenance as required.
2. Respond to emergency requests such as spillages, spot cleaning and portable heating breakdowns
3. Check and ensure that the corridors are kept clear of litter and obstructions

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4. Support the kitchen team during lunch service when required e.g. pot washing, on the queue, table cleaning, serving on the tills.
5. Check the site for graffiti and remove when found
6. The portorage of furniture, equipment and supplies e.g. setting up and clearing rooms/halls for examinations and other school events.
7. Work within the requirements of the School's Health and Safety policy, performance standards, safe systems of work and procedures.
8. The safe storage of any potentially harmful substances and equipment
9. To ensure that periodic checks of site equipment and fire prevention and detection are undertaken
10. To maintain an inventory of all equipment, furniture and fittings within the school
11. Carry out administrative processes relevant to the job
12. Arrange, meet and monitor the performance of contractors on site and subsequently alerting the Estates Manager/Business Manager of concerns as appropriate.
13. To undertake and record PAT testing as directed.
14. To undertake key holder responsibilities and to be part of the team responding to emergency call-outs as required including unsocial hours or at weekends to deal with security issues.
15. To participate in the school's support staff appraisal scheme, attend meetings and training sessions when required e.g. first aid, manual handling
16. To provide First Aid cover out of school hours.
17. To be aware of and comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. To appreciate and support the role of other professionals.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

**Please note:**

- Electrical and gas maintenance and repair must only be undertaken by registered and qualified persons.
- Structural tasks should only be undertaken following professional advice
- Maintenance tasks must be undertaken in accordance with Health and Safety requirements and the job holder's capability and experience

Signed .....  
Post Holder

Date: .....

Signed .....  
Head Teacher

Date: .....