

HIGHGATE WOOD SECONDARY SCHOOL

JOB DESCRIPTION

POST: Site Assistant

RESPONSIBLE TO: Facilities Manager

HOURS: 36 Hours per week, 52 weeks per year on a rotational shift basis between the hours of 6.00am to 9.30pm, Monday to Friday.

This post also requires occasional weekend work on an ad-hoc basis following agreement with the postholder and this will be paid at agreed overtime rates

SALARY SCALE: Scale 5

CORE RESPONSIBILITY

To be responsible, under the general supervision and direction of the Facilities Manager, for the effective maintenance and development of the School premises and grounds to ensure effective day to day running of the School.

Key Responsibilities

1. The security of the school buildings and grounds, acting as a keyholder of the building
2. The maintenance and repair of fittings, furniture and non-electrical equipment.
3. The maintenance and decoration of certain aspects of the school buildings.
4. The cleaning, maintenance and development of external areas of the site.
5. General portering duties as required.
6. The cleaning of certain areas within the school.
7. Acting as cover for other site personnel (including deputizing for the Facilities Manager) for absences or holiday, so flexibility will be required
8. Carrying out regular maintenance checks and site jobs/Issues using phones and tablets, so computer literacy is essential
9. Up to date first aid qualification is essential (preferably 3-day, First Aid at Work) or willingness to train in a relevant first aid qualification and ensuring this is kept in date.

KEY DUTIES

1. Security of Site and Premises

As delegated by the Facilities Manager and in co-operation with Site Team.

1.1 (When required) Opening the School premises at an appropriate time when legitimate access is required. Deactivating intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been damaged.

1.2 (When Required) Securing the school premises at the end of each day when its facilities are no longer required. Checking that all occupants have vacated the site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises.

1.3 Providing access to the school for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.

1.4 Taking appropriate action regarding trespassers, including informing the Headteacher, Facilities Manager, Chair of Governors, Local Education Authority or Police, as appropriate.

1.5 Supervising lettings, including:- Cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

2. Maintenance, Repairs and Decoration

2.1 Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Head teacher and Finance and Premises Officer for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements).

2.2 Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc.; undertaking minor repairs/replacements in compliance with the LEA's safety guide, referring matters to the Head teacher and Finance and Premises Officer for remedial action to be taken as necessary.

2.3 Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the Facilities Manager for remedial action to be taken where necessary.

2.4 Undertaking repairs to existing fencing where necessary.

2.5 Ensuring proper access to and exit from the school site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Head teacher and Finance and Premises Officer, as necessary.

3. Cleaning and Care of Premises and Grounds

3.1 Ensuring that the school grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.

3.2 Monitoring the performance and standards of the cleaning team. Liaising directly with their supervisors, referring difficulties or failings to the Head teacher and Finance and Premises Officer to enable appropriate action to be taken.

3.3 Ensuring that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.

3.4 Moving waste bins and recycling for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning waste bin areas.

3.5 Where appropriate, cleaning and maintaining sand pits and paddling pools in accordance with the appropriate instructions.

3.6 Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.

3.7 Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing these as necessary.

3.8 Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Facilities Manager.

3.9 Removing unsightly litter from grassed areas and shrub beds of the school. General gardening duties including planting seeds, digging flower beds, pruning, weeding, strimming, mowing and pitch marking. Also, to include cleaning and maintaining any pond areas.

3.10 Cleaning windows and glazed areas both internally and externally in accordance with the LEA's safety policy.

4. Porterage and General Duties

4.1 Removing, laying out, stacking and transporting furniture and equipment within the School as and when required.

4.2 Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the dispatch or collection of goods from the school.

4.3 Attending appropriate training courses as may be required from time to time.

4.5 Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the School sites and between buildings.

4.6 Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.

4.7 Issuing accident report forms to visitors in the event of an accident, incident or near-miss.

4.8 Undertaking other appropriate duties, the Facilities Manager may assign in order to maintain the effective day to day operation of the premise

5. Carrying out regular maintenance checks and site jobs

5.1 As instructed by the Facilities Manager and when required, carrying out weekly, monthly and annual checks on firefighting equipment, asbestos, ladders, emergency lighting and other associated compliance checks to ensure the safe running of the school.

5.2 Carrying out regular checks with the School's electronic Issue system, ensuring that Issues are flagged, dealt with appropriately and closed off when completed.

5.3 Carrying out the regular weekly activities using the school's electronic issue system, ensuring that these activities are completed and closed off weekly, or as required.

APPENDIX 1

JOB DESCRIPTION FOR ASSISTANT SITE MANAGER

ITEMS REQUIRING REGULAR INSPECTION

1. Roofs for defects including flashings and blocked or defective gutters and down pipes (in accordance with the LEA's safety policy).
2. Walls for cracks, loose or defective copings and brickwork (in accordance with the LEA's safety policy).
3. Facings, window/door frames, door seals and windows and doors in general.
4. Toilet areas for leaks etc.
5. Boundary fences and gates for dangerous conditions.
6. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
7. Walls and ceilings for damp patches, loose panels, cracks and defective fittings.
8. Window fasteners and door locks/hinges/handles for defects.
9. Floor coverings for defects.
10. Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-driers and incinerators on site.
11. Manholes and gullies for structural damage, cracks or looseness.
12. Fire alarms and call points, fire-fighting equipment, smoke alarms and security lighting (to be inspected weekly).

APPENDIX 2

JOB DESCRIPTION FOR ASSISTANT SITE MANAGER

ITEMS REQUIRING REPAIR/MAINTENANCE WORK

1. Plumbing repairs including unblocking sinks, toilets, urinals etc.; and replacing tap washers.
2. Repairing or fitting shelving, notice boards and chalk boards etc.
3. Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
4. Repairing tables, desks, chairs etc. and replacing broken coat hooks.
5. Replacing towel and soap dispensers, basin plugs and basin/toilet chains. Securing and making safe toilet seats.
6. Making safe broken glass and windows while effecting temporary repairs.
7. Removing/replacing damaged and hazardous floor tiles. Replacing wall tiles.
8. Replacing light bulbs and damaged light diffusers.
9. Turning off water supply in event of emergencies.
10. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks where accessible.
11. Winding and adjusting clocks and replacing batteries.
12. Attending to curtains and blinds, including fixing curtain tracks and taking down/ rehangng for cleaning and repair (in accordance with the LEA's safety policy).
13. Cleaning out gutters, down pipes and roof outlets in accordance with the LEA's safety policy.
14. Decorating, including wallpapering. Painting ceilings, walls, windows and woodwork in accordance with the LEA's safety policy. Patch plastering and minor brickwork.