



Notley High & Braintree Sixth Form

Job Description & Person Specification

Site and Premises Assistant

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| Title of Post: | Site and Premises Assistant |
| Scale / Point: | Scale 4 |
| Responsible to: | Site Manager |
| Liaison with: | School staff, pupils |

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| Job Purpose: | To contribute to the smooth running of the school by carrying out a range of caretaking duties, including security and supervision of the site and related equipment. |
| Duties: | <ul style="list-style-type: none"> • Lock and unlock the premises as required, including out of school hours as necessary. • Ensure safe passage on and off-site at key times. • Ensure site is safe for staff, pupils, and visitors, carrying out remedial action as necessary, immediately, for example gritting, cordoning off loose paving. Advising Site Manager of issues. • Respond to requests from staff and colleagues, dealing with maintenance issues in a timely manner. • Identify and advise Site Manager of any repairs or maintenance work required. • As instructed, carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder, including redecoration as appropriate, carpentry. • As instructed, carry out compliance checks. • Carry out portage duties, such as moving furniture and equipment around the site. • Ensure all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. • Take deliveries of stores, materials, and other goods, convey them to their points of distribution. • Carry out routine procedures or checks on ancillary equipment. • Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. • Provide administration support for lettings of the school facilities. • Act as Point of Contact for lettings. • Act as First Aider for lettings clients, training will be provided. • Attempt to prevent unauthorised access to the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). • To act as a key holder, carrying out security procedures for the site and responding to calls outside normal working hours (on a rota basis) |

**General:**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy
- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

March 2024

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.



PERSON SPECIFICATION

| Criteria | Qualities | Essential/ Desirable |
|---------------------------|---|--|
| Qualifications & Training | <ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. • Trained and accredited to undertake Portable Electrical Equipment Testing, or willing to undertake this. • Experience in a similar role. • Hold valid 3-day First Aid Certificate, or willingness to undertake. • Experience of first line repairs and maintenance, including plumbing work, redecoration as appropriate, plastering, carpentry, and glazing work. • Good reading and writing skills • Good ICT skills • Ability to count and undertake basic calculations | <ul style="list-style-type: none"> • E • D • D • D • D • E • E • E |
| Knowledge & Experience | <ul style="list-style-type: none"> • General understanding of the operation of a school • Ability to maintain a high standard of personal and general cleanliness and hygiene. • Ensure that Health and Safety regulations are observed in working practices • Understand and implement the school's behaviour management policy • Understand the importance of physical and emotional wellbeing • Understand the role of others working in the school | <ul style="list-style-type: none"> • E • E • E • E • E • D |
| Skills and attributes | <ul style="list-style-type: none"> • Ability to compose a professional email • Ability to exchange verbal information clearly with children and adults • Overcome communication barriers with children and adults • Consult with colleagues • Ability to provide timely and accurate information, as required | <ul style="list-style-type: none"> • E • E • E • E • E |
| Personal qualities | <ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to work effectively with others in the school • Good organisational skills • Ability to manage own time effectively • Willingness to contribute ideas and suggestions to the working environment | <ul style="list-style-type: none"> • D • E • E • E • E |
| Other | <ul style="list-style-type: none"> • Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people. | <ul style="list-style-type: none"> • E • E • E • E |

June 2025