



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: 37 hours per week, all year round. Shifts are 7.5 hours and will start and finish between 6am and 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.