

RIDGEWAY ACADEMY – JOB DESCRIPTION

SITE ASSISTANT



Job Title: Site Assistant

Grade: H3

Hours: 37 hours per week, 38 weeks per year (term time)
Working on a shift system, covering hours from 7.00am until 7.00pm.
The pattern of hours may change according to the needs of the school

Responsible to: Business Manager via Site Manager

Overall responsibility:

To improve and maintain the school site to provide a safe environment for users of the school buildings and grounds.

Main areas of responsibility

Duties

- Ensure that all work (maintenance and development) complies with relevant building and Health and Safety regulations.
- Look after all aspects of security of the school premises (including opening and securing the school buildings and site).
- Deal with routine maintenance of school systems including heating, water and lighting.
- Complete repairs, decorating tasks and site management jobs to agreed timescales.
- Maintain internal and external premises including cleaning drains and gulleys.
- Keep records of site work completed in agreed filing systems.
- Ensure provision for all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and ensure that all Health and Safety issues are addressed efficiently.
- Comply with systems for emergencies including emergency repairs and call-outs.
- Liaise with contractors to monitor their work as directed by the Site Manager.
- Complete portage duties including movement of furniture, equipment and deliveries within the school including arrangements for examinations.
- Ensure effective communication between staff, contractors and others as appropriate.
- Work at heights when required (training will be provided if necessary).
- Attendance for emergency call out or emergency access may be required.
- Participate in professional development and training.

Person specification:

- Experience of working in a school or similar environment.
- Evidence of success in site related/DIY tasks.
- Understanding of relevant policies/codes of practice and legislation.
- Ability to use own initiative and work independently.
- Ability to adapt quickly and effectively to changing circumstances/situations.
- Effective time management.
- Work calmly under pressure.
- The post holder will be a designated key holder.
- Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders.

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information. All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought

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through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date