



St George's Academy

“Aiming high to achieve excellence for all”

Site Assistant Job Description

Salary: NJC Scale 1
Contract type: 52 working weeks per year
Responsible to: Estates Manager

PURPOSE OF JOB

- To support the Estates Manager and contribute as a team member towards providing an effective and efficient site support service across both local sites, thus enhancing the standards of teaching and learning within the school.
- To provide an on-site service, carrying out caretaking duties as required and contributing to the security of the premises and its contents and portorage. This will involve working across all sites.
- The Site Team are responsible for the day-to-day operational management, safety and security of the school site. The Site Team are responsible for ensuring that the school is well-maintained, safe and secure site for all users.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

- To carry out caretaking duties as directed by the Estates Manager or other designated person.
- To carry out minor/first fix repairs where necessary, prioritising work as appropriate, to ensure a safe environment is maintained.
- Provide support by deputising for the assistant site Managers as and when required, including flexibility to cover their shifts/on call duties on an ad hoc basis.
- Be health and safety conscious, reporting any pertinent Issues to the Estates Manager immediately and taking corrective action where appropriate.
- Maintain a working knowledge of the Intruder and Fire security alarms installed.
- To liaise with the police and alarm company in the event of any unauthorised entry/ security risk on an ad hoc basis, as and when required.
- Liaise with Reception to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep passageways clear and hazard free as and when required.
- Liaise with contractors regarding, maintenance/services and repair works. Supervise approved on-site contractors to ensure the smooth operation of maintenance work.

- Undertake emergency cleaning duties, which arise during the Academy day as directed e.g. in the absence of contracted cleaners.
- Move such items of school furniture as required, with due regard to current H&S and Moving and Handling regulations e.g. Set up desks and chairs for examinations and pack away on completion.
- Must carry a work phone and remain contactable at all times during working hours.
- To supervise out of hours lettings on an ad hoc basis and as agreed.
- Use of estates database to ensure accurate records are kept of defects and minor new works.
- Ensuring overall cleanliness of the academy and grounds.
- Meet regularly with Line Manager to ensure that there is good communication within the Site Team.
- Be aware of, and report as necessary, security issues during normal opening hours.
- Drive Academy minibuses / van on an ad hoc basis and if required to meet service need.
- Any other task deemed necessary by the Estates Manager or Designated Person.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description for the role and have sought clarification of any points where required	
Signature:	
Date:	

PERSON SPECIFICATION

Site Assistant

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> Completed mainstream education to GCSE level Experience of working in a team 	<ul style="list-style-type: none"> Experience of working in an Educational setting. Experience of working with tools, undertaking general maintenance Experience of site maintenance 	<p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p>
2. KNOWLEDGE	<ul style="list-style-type: none"> Understand the importance of safeguarding within a school environment Knowledge of data protection and confidentiality procedures Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation An understanding of good manual handling techniques Working knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> Knowledge of specialist equipment and materials An understanding of good manual handling techniques 	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p>
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> Have the ability to work calmly under pressure. Able to work on own initiative whilst anticipating the wider consequences of decisions and know when to refer upwards. Problem solving – ability to respond to problems and identify solutions. 		<p>Interview</p> <p>Interview</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. • Flexible with effective time management skills. • Able to manage a physically demanding schedule. 		Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Minimum of 2 GCSE's. Must include English and Maths from A-C grades or equivalent • Willingness to undertake training and development related to the post. • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Relevant NVQ qualifications and / or experience to carry out duties competently 	Application Interview Application
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Demonstrates accountability and ownership for own work duties and activities and carries them out to a high standard and with integrity. • An ability to work within a team environment and be supportive of the overall team effort. • Self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills • Flexible and adaptable • A 'can do' approach • Ability to travel to work across the Academy's two campus sites. 		Interview Interview Interview Interview Application/Interview Application/Interview