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# JOB DESCRIPTION - **Site Assistant**

**Pay range: Scale 2, Points 4 - 5
(£23,114 - £23,500 *\*pay award pending £24,404 - £24,790*)**

 **37 hours per week**

**52 weeks per year**

**Access to Local Government pension scheme (LGPS).**

**Access to induction scheme and additional training.**

Reports to: Premises Manager; Director of Operations and Co-Head Teacher

Job Purpose

1. To ensure the security, care and availability of the building, furniture, fittings and equipment is suitable for children and young people, staff and visitors.
2. To assist with ensuring the school site is suitable for children in terms of health and safety.
3. To carry out handyman maintenance and repair duties including painting and decorating as directed by the Site Manager, Director of Operations or Co-Head Teacher.
4. To carry out cleaning duties during the school day to support infection control and good hygiene practices.

Main duties & responsibilities

1. To work in co-operation and collaboration to support the operation of the school site.
2. Responsible for ensuring the building and contents are secured.
3. Enable access to the school building and grounds to authorised persons at all reasonable times.
4. Report any issues of maintenance to the physical condition of the building, furniture and equipment and follow a work plan to carry out maintenance and repairs within the scope of your identified expertise as a handyman.
5. To undertake porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities for staff teams without direct instruction.
6. To carry our other practical duties and miscellaneous duties to support the health and safety of the school as circumstances demand, or at the request of the Co-Head Teacher, Premises Manager or Director of Operations.
7. To carry out cleaning duties as directed by the Co-Head Teacher, Premises Manager or Director of Operations and the efficiency and standards to be monitored by the cleaner in charge.

Security

1. Requesting unauthorised users of the site to leave; calling for the attendance of the police if necessary (in accordance with agreed guidelines).

This will include:

 Walking around the premises, checking that windows are closed, lights switched

 off and internal doors locked, as might be required. Locking of external doors and

 gates, setting of alarm system.

1. Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.

Maintenance Duties

1. Carrying out maintenance and repairs to the property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified) including painting and decorating.
2. Replacement of light bulbs, fluorescent tubes etc.
3. Ensuring all caretaking and, where applicable cleaning equipment is in a safe clean and working condition.
4. Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

NOTE

The site assistants direct activities are limited to situations where safe access can be obtained and suitable tools are available.

General Duties

1. Preparing for daytime, evening and weekend activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
2. Laying out of furniture for meetings as laid out in weekly diary and movement of these within the school
3. Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required.

Cleaning and Health & Safety Duties

1. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
2. Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish
3. Emptying of litter baskets and bins, disposal of all rubbish and cleanliness of dustbin areas.
4. Emergency cleaning in the absence of cleaning staff, e.g. spillage of paint, vomit, etc.
5. Replenishment of soap, toilet rolls and towels during the school day.
6. Take appropriate action or report working practices or usage conditions that may contravene the requirements of the Health & Safety at Work Act 1974 and the Fire Precautions Regulations.
7. During quieter times the cleaning work will include any special tasks that become necessary, including the use of stepladders in accordance with the School’s guidelines and other non –routine cleaning.