

Site Assistant job description

| Employment details | |
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| Job title | Site Assistant |
| Reports to | Site Manager |
| Hours of work | 37 Hours per week, flexible working hours Mon – Sun. This will include working late and weekends during term time and during the week days in the school holidays |
| Salary | NJC scale point 18-22 Local Government Pension Scheme |

Supporting the Site manager, as part of the site team to:

General duties:

- Undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary
- Understand and operate relevant equipment.
- Maintain specialist equipment, undertake specialist repairs and modifications within own capabilities, report to site team administrator where a professional is required to complete a task.
- Under instruction from Site Manager or Site Administration Assistant follow schedule for maintenance and repairs.
- Moving school vehicles, changing internal seating and taking minibus' to the garage for servicing
- To complete basic records of any defects and action taken

SECURITY

- Unlock and lock up the site, as required, ensuring the site is secure.
- Ensuring the security of the school premises.
- Attending to matters relating to the alarm system and key holder information.
- Opening and closing the school each day.
- Site support for out of school hours school lettings partners.
- Disarming and re-arming the alarm system.
- Maintaining the security of the school site by being vigilant and reporting any potential security breaches
- Reporting any building or equipment defects.
- Responding to emergencies out of school hours.
- Making other members of staff aware when external agency staff are on the premises.

Health and safety

- Carry out regular health and safety checks in line with the Health and Safety Policy.
- Ensure that you are aware of the emergency procedures, as well as your role and responsibility during an emergency.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Check and maintain equipment within the school.
- Maintain tidy and organised work spaces and storage areas.
- Ensure health and safety guidelines are adhered to at all times.
- Carry out regular compliance checks as instructed, e.g. Legionella check, Fire Alarm tests, Emergency lighting check
- Carry out gritting of the premises in icy weather in line with the Health and Safety Policy.
- Only use equipment that is validated and in safe working condition.
- Follow relevant Risk Assessments and COSHH Assessments

Organisation

- Developing effective professional relationships with colleagues, and knowing how and when to draw on advice and specialist support.
- Set a good example for pupils through a high level of professionalism.
- Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues
- Making a positive contribution to the wider life and ethos of the school.
- Regularly attend meetings and contribute to school development as requested
- To support the school, its ethos and vision and present it in the best possible light
- To undertake other duties appropriate to the grading of the post as required
- To be committed to continuing professional development
- To adhere to the school's policies and protocols
- To make safeguarding of pupils a priority

ADDITIONAL RESPONSIBILITIES:

- Participate in any performance-related appraisal arrangements made by the school.
- Carry out additional tasks as reasonable expected under the direction of the headteacher.

Site Assistant person specification

| Qualifications and training | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> • Computer literate with good working • knowledge of ICT including the use of Microsoft Office. | <ul style="list-style-type: none"> • A first aid certificate. • Professional qualification such as City & Guilds accredited course • Full driving licence |
| Skills and experience | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Experience of site/premises maintenance | <ul style="list-style-type: none"> • Experience of site maintenance within a school environment or similar. |
| Knowledge | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Knowledge of relevant policies, codes of practice and legislation. • Experience following risk assessments. | <ul style="list-style-type: none"> • An understanding of relevant legislation. • Skills in effective property maintenance. • Able to use a range of basic tools, machinery and equipment. • Able to work at heights. • Able to lift and carry items. |
| Personal traits | |
| The successful candidate will be | |
| <ul style="list-style-type: none"> • Punctual, with a good attendance record. • An excellent communicator, verbally and in writing. • Organised. • An excellent time manager. • Hardworking, with high expectations of themselves and their professional standards. • Committed to CPD. • Able to work both independently and as part of a team. • Able to maintain successful working relationships with other colleagues. • Able to plan and resource effective interventions to meet curricular objectives. • Driven and energetic. • Able to work flexible hours including weekends and additional hours to cover lettings | |

The successful candidate may also be

- Dedicated to promoting their professional development, and that of others.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Able to effectively promote the school's ethos and vision.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.
- Able to work flexibly: attending morning and evening meetings; providing cover for school and non-school events outside of school hours

Additional requirements

The successful candidate will have

- An enhanced DBS certificate and barred list check.
- Evidence for their previous work experience.
- References.