



JOB DESCRIPTION

JOB TITLE: Site Assistant

GRADE: Scale 2

RESPONSIBLE TO: Site Manager

JOB PURPOSE: To assist the Site Team in maintaining a clean and safe environment at the school. To ensure that the school premises are secure by locking/ unlocking consistently and thoroughly.

JOB RESPONSIBILITIES AND TASKS

- To ensure that the school site is secure, locking and/ or unlocking at pre-determined times.
- To operate any fire, burglar alarms as directed.
- To undertake portorage duties as required.
- To undertake basic handyperson duties as necessary
- To undertake cleaning duties and immediately clear up any hazards to pupils and staff
- To set out and clear away tables and chairs in school halls.
- To work as part of the team to ensure the buildings are clean, in good order and decorate as required.
- To maintain and undertake minor repairs to site, furniture and fixtures.
- To assist with keeping the exterior of the school clean and tidy.
- To receive deliveries to the school site.
- To collect and assemble waste for collection.
- To ensure that all contractors and visitors on site comply strictly with Health and Safety and Safeguarding regulations.

Other general duties:

- To undertake the use and maintenance of plant, supplies and equipment as directed by the Site Manager.
- To assist with effective arrangements for the security of the premises and contents. This may include attending alarm call outs when required and providing emergency access to the school site.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Security, Confidentiality, and strictly adhere to Data Protection.
- All duties to be carried out in compliance with the Health and Safety at Work Act and the school's health and safety policies and procedures.
- Attend and participate in meetings when appropriate.
- To undertake other tasks which are commensurate with this role.

This job description 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.