# Job Description: Site Assistant

**1. Title and Grade of Post: Site Assistant**

 **H3**

 **Responsible to Site Manager**

 **Contract: Fixed Term to end Summer Term 2022 (in first instance)**

 **Hours: 22.5 hours per week / 52 weeks per year**

 **[2 – 6.30pm: Mon-Tues-Thur-Fri / 2.30 – 7pm: Weds]**

**2. General Professional Responsibilities**

2.1 to support the Site Team in providing a clean, healthy and safe environment for users of the school buildings and grounds;

2.2 working under the direction of the Site Manager, the post holder will be responsible for providing a clean, healthy and safe school. Considerable initiative is required to meet the constantly changing and unpredictable needs of the school. The post holder must be prepared to carry out basic cleaning duties if required for the smooth running of the school;

2.3 the school premises are used extensively during evenings and weekends for school activities and community clubs.

##  Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that document, so far as is relevant to the post holder’s title and salary grade.

**4. Relationships**

* 1. the post holder is responsible and accountable to the Headteacher;
	2. the post holder reports to the Site Manager;
	3. the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at The Highfield School.

**5. Particular Responsibilities**

* 1. general security of the school’s buildings and grounds;
	2. general porterage duties, including movement of furniture and equipment within the school;
	3. general cleaning & tidying duties; litter picking, bin emptying etc
	4. handyperson duties which may include minor repairs to furniture and fixtures and non specialist decorating tasks.
	5. advising the site manager as necessary of faults to the buildings, fixtures and fittings which require specialist attention and advising on appropriate remedial action;
	6. assisting the Site Team with routine premises testing and checks;
	7. carrying out minibus and first aid duties where requested;
	8. such other duties which may arise from the use of the premises; e.g school function set ups
	9. the post holder will be a designated key holder of the school for emergency access to the premises.
	10. to carry out any other reasonable duties as may from time to time be requested by the Senior Leadership and Site Team.

***This job description issued September 2021 may be amended at any time by agreement, but in any case will be reviewed annually. Note that the items in italics are to be introduced at a date to be agreed by all parties.***

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*