

<b>Job Title:</b> Site Assistant	<b>Pay Scale:</b> PPS3
<b>Normal Place of Work:</b> The Priory Academy LSST	<b>Line Manager:</b> Site Manager
<b>Role Summary:</b> To provide an on-site service to support the teaching and support staff by carrying out a range of tasks and be responsible for his/her own work as part of the Site Team	

## DUTIES AND RESPONSIBILITIES

### *Key Responsibilities*

- To assist with carrying out permanent and/or temporary repairs (electrical, mechanical and structural) to buildings and equipment.
- To carry out general maintenance, security and cleaning of the Academy premises and grounds, either directly or through contractors.
- To assist with the upkeep of the Academy minibuses and vans.
- To have responsibility as Key Holder.
- To ensure all contractual work is carried out in accordance with the Health and Safety Policy.
- To work as part of the Site Team on a rota basis.
- To receive and deliver stores and materials wherever they may be needed within the academy and distribute.
- To ensure appropriate tests are carried out on the swimming pool and recorded accurately.
- To assist with the non-routine use of buildings e.g. setting up rooms for meetings, conferences and examinations. Cleaning of rooms afterwards.
- To assist with the security of the Academy; unlocking and securing on a rota basis.
- To construct and repair equipment and apparatus to appropriate standards.
- To assist with the efficient operation of the Academy's services – gas, water, electricity, heating and ancillary equipment and to record weekly all meter readings as requested by the Academy and to report any discrepancies back to the Site Manager.
- To assist with the cleaning or cleaning contract of the Academy buildings and furnishings in accordance with the Federation's instruction regarding the disposal of refuse.
- To assist with the cleaning of all exterior hard surfaces, drains and gullies using a planned maintenance programme.
- To assist with carrying out weekly fire tests and emergency lighting tests and maintain all mandatory records in relation to fire testing, service and repair, health and safety and other associated record keeping.
- To be available for call out in relation to alarms and poor weather conditions etc as reviewed by the Academy.

## Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

## Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

## TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

## CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

## **SPECIAL ARRANGEMENTS**

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

## **SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **EQUALITY, DIVERSITY AND INCLUSION**

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

**Person Specification – Site Assistant**

		Essential	Desirable	How assessed
	<b>QUALIFICATIONS</b>			
1.	Level 1/2 Literacy and Numeracy or a willingness to work towards this.	X		AF / Cert
2.	First Aid Certificate or be prepared to undertake training to qualify as first aider.		X	AF / Cert
3.	Basic IT skills		X	AF/Cert
4.	Working at height qualification		X	AF/Cert
5.	Manual Handling Certificate		X	AF/Cert
6.	Hold a Health & Safety qualification		X	AF/Cert
	<b>KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)</b>			
7.	Experience of working in a customer centered environment		X	AF/IV
8.	Experience of working in a caretaking /building facilities/pottering role		X	AF/IV
9.	Good communication skills - oral and written		X	AF/IV
10.	Ability to priorities own workload	X		AF/IV
11.	Be able to undertake minor repairs (handy person skills)	X		AF/IV
	<b>SKILLS AND ABILITIES</b>			
12.	Ability to use IT at a level commensurate with job role	X		AF/IV
13.	Ability to work flexible hours and patterns	X		AF/IV
14.	Ability to work on own initiative and as part of a team	X		AF/IV
15.	Good planning and organisational skills	X		AF/IV
16.	Excellent oral and communication skills	X		AF/IV
17.	Professional and responsive attitude and behavior towards colleagues	X		AF/IV
18.	Ability to motivate and develop self	X		AF/IV
19.	Commitment to equality, diversity and inclusion	X		AF/IV

\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: .....

Signed Employee.....

Dated.....