Job Title: Site Assistant	**Pay Scale:** PPS3
Normal Place of Work: The Priory Belvoir Academy	**Reports to:** Site Manager and Headteacher or their delegated representatives.
Role Summary: 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	

PRINCIPAL ACCOUNTABILITIES

1. To assist the Site Manager as required.

2. To assist with general maintenance, security and cleaning of the academy and grounds.

DUTIES AND RESPONSIBILITIES

- Assist with carrying out permanent and/or temporary repairs (electrical, mechanical and structural) to buildings and equipment.
- To assist with delivering stores and materials wherever they may be needed within the Academy.
- To assist the Site Manager with non-routine use of buildings e.g. setting up rooms for meetings or conferences. Cleaning of rooms afterwards.
- Support the Site Manager in relation to the security of academy. As a key holder, you will be responsible for the unlocking and locking up (on a rota/split shift basis) each day.
- Working alongside the Site Manager, carry out weekly fire tests and maintain all mandatory records in relation to fire testing, service and repair, health and safety and other associated record keeping.
- To construct and repair equipment and apparatus to appropriate standards.
- Assist with the efficient operation of the academy's services – gas, water, electricity, heating and ancillary equipment.
- To prepare, maintain and store apparatus and materials for demonstration, class practical work and examinations in the courses taken in the Academy.
- Support the Site Manager and liaison with the cleaning contract of the Academy buildings and furnishings in accordance with the Federation's instruction regarding the disposal of refuse.
- Assist with cleaning all exterior hard surfaces including drains, gulley's and the safety and security of the playing fields.
- Keep the Site Manager fully informed on all matters regarding the Premises.

- To be able to drive the academy minibuses and vans. Category D1 on your Driving licence is desirable.

Such other duties as may be determined from time to time within the general scope of the post.

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, and 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	Desireable	How assessed
	QUALIFICATIONS			
1.	Level 1/2 Literacy and Numeracy or a willingness to work towards this.		x	AF/IV/Cert
2.	First Aid Certificate or be prepared to undertake training to qualify as first aider.		x	AF/IV/Cert
3.	Basic IT skills		x	AF/IV/Cert
4.	Working at height qualification		x	AF/IV/Cert
5.	Manual Handling Certificate		x	AF/IV/Cert
6.	Hold a Health & Safety qualification		x	AF/IV/Cert
7.	Hold a current driving license	x		AF/IV/Cert
8.	Have D1 class on driving license		x	AF/IV/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
9.	Experience of working in a customer centred environment		x	AF/IV
10.	Experience of working in a caretaking /building facilities/portering role		x	AF/IV
11.	Good communication skills - oral and written		x	IV/AF
12.	Ability to prioritise own workload	x		IV
13.	Be able to undertake minor repairs (handy person skills)	x		AF
	SKILLS AND ABILITIES			
14.	Able to communicate and work professionally with internal and external customers of the Academy	x		AF/IV
15.	Ability to work effectively as an individual or as part of a team	x		AF/IV
16.	Ability to work flexible hours and patterns	x		AF/IV
17.	Prepared to retrain if necessary	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

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

Signed Line Manager: .....

Dated: ……

Signed Employee……

Dated: ……