



Watford Grammar School for Boys

Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901

www.watfordboys.herts.sch.uk

JOB DESCRIPTION

Position:	Site Assistant
Department:	Watford Grammar School for Boys Site Staff
Responsible to:	Site Manager (Line Manager)
Grade:	H4
Hours:	37 per week (Monday to Friday)

Job Purpose: The post holder will have responsibility for specific site maintenance tasks and for specific areas of the school, but can expect to assist the Site Manager in the full range of site maintenance duties anywhere in the school, if required by operational needs.

Subject to the directions of the Site Manager, the post holder is expected to act on his/her own initiative

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as Site Assistant.

Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of school gates and buildings and unsetting and setting of school alarm system.
- At times, open and close the school for evening use as arranged by the Site Manager.
- Responding to, and resetting of school alarms and liaising with the police and Fire/security alarm companies.
- Checking and securing the school premises subsequent to out of hours intruder alarm activation when required.
- Act as Key Holder and be point of contact for emergency callout when necessary.
- Overall security of the school premises including the securing of all windows and doors.
- You may be called out at unsociable hours or at weekends to deal with security problems make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Security Mark new equipment as and when necessary.

General

- Returning to school between shifts if required.
- Overhaul of school Hall floor on a periodic basis.
- Upkeep and general care of the school.
- Unlocking and re-locking bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately.
- Cleaning and tidying of the internal school building in designated areas if, required.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- To empty internal communal rubbish bins as required and work with pupils on recycling initiatives.
- Replenishment of toiletries as required.
- General maintenance and minor repair work i.e. doors, windows, toilet seats, flushes, furniture, tap washers and some painting of doors and walls.(This list is not exhaustive, but an example). Appropriate painting and redecoration.
- General portage duties and moving of furniture.
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Lettings as required - opening, closing and general duties
- Preparation of Hall for functions as required.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet, unless ladder trained.
- Ensure that clear passage ways are maintained on fire escape routes
- Test fire alarms weekly. Maintain test register.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level as and when required.
- Report any defects of building, furniture, fittings and equipment to the Site Manager.

Grounds Maintenance

- Disinfect and inspect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Clear leaves during autumn season.

Heating, Lighting and Water

- The switching off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively.
- Read Gas, Electric and Water meters as required.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet, unless ladder trained.
- Any other work reasonably requested by the Site Manager.

Lettings:

- Complying with the instructions received from the Site Manager concerning letting procedures and carrying out as per letting agreement.
- You may need to be available during the course of the letting to:
 - a) Give assistance to the hirer relative to the facility hired.
 - b) Ensure that functions are properly conducted in accordance with the letting agreement; behavior of the hirer is not detrimental to the site or facilities.
 - c) Carry out necessary cleaning of areas within the letting agreement.
 - d) Carry out any routine maintenance to the school buildings.

Knowledge, experience and training:

- Experience of working in a school or similar environment (Desirable)
- Flexibility and sensitivity to the needs of a wide range of users of the school (Essential)
- Flexibility of working shift patterns on Rota as and when required as directed by the Site Manager. (Essential)
- Knowledge of efficient cleaning methods and materials (Desirable)
- Evidence of success in handyperson or DIY tasks (paid or unpaid) (Essential)
- Knowledge of using email and IT (Desirable)
- Full, clean driving license (Desirable)

Physical effort:

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying deliveries to the school to wherever they are stored

Additional information:

The school premises are used extensively during evenings and weekends for school activities and by outside hirers. The post holder will be expected, by mutual agreement with the Site Manager, to share with others attendance during these lettings for which additional payments will be made.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Watford Grammar School for Boys is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

Hours of Work

37 hours per week, full time, 23 days holiday per year. Working hours Monday – Friday as directed and agreed with Site Manager