

# Job Description

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**Job Title:** Site Assistant

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**Location:** Wayland Academy

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<b>Job title</b>	<b>Site Assistant</b>
<b>Salary Scale</b>	<b>Scale C</b>
<b>Hours of Work</b>	<b>Full time - 37 hours per week</b>
<b>Weeks Worked</b>	<b>52 weeks per year</b>
<b>Responsible to</b>	<b>Site Manager</b>
<b>Location</b>	<b>Wayland Academy</b>

### Main purpose of the role

- Under the direction of the principal and in accordance with the practices and procedures of the academy, to ensure that the academy premises and contents are properly maintained, secured and ready to use. To help keep the academy clean and tidy.

### Organisational relationships

- Responsible directly to the Site Manager and ultimately to the Principal. Liaising with teaching and support staff as well as external users of the premises including students, Governors, parents, visitors and community users.

### Principal accountabilities and responsibilities

<b>Security</b>	<ul style="list-style-type: none"> <li>• To be responsible for the security of the premises and its contents including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.</li> <li>• To be available to answer emergencies outside of regular working hours and pre-planned lettings.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services</li> <li>• To regulate heating/ventilation as necessary.</li> <li>• To monitor the work of the cleaning team by making regular inspections to check that the specification is being met in terms of frequency and quality of work.</li> <li>• To undertake portorage and handyperson duties, including moving goods and furniture, minor repair to property, fixtures, fittings and equipment.</li> <li>• To be responsible for the sanitary conditions and replenishing sanitary materials.</li> <li>• To undertake general duties, such as preventative maintenance, dealing with lost property, general cleaning of store rooms and boiler rooms and obtaining or storing equipment/materials for teaching and other staff.</li> <li>• To undertake outside duties, for example clearance of drains and gullies, general tidying, picking up litter, snow clearance, etc.</li> </ul>

<b>Compliance</b>	<ul style="list-style-type: none"> <li>• To allow access and supervise authorised maintenance and building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work, etc. Act 1974. To also ensure they have appropriate DBS status.</li> <li>• To be fully aware of and comply with all departmental instructions and procedures relating to health and safety at work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To bring initial discrepancies to the attention of the site manager and refer ongoing problems to the principal.</li> <li>• To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.</li> <li>• To undertake outside duties, for example clearance of drains and gullies, general tidying, picking up litter, snow clearance, etc.</li> <li>• To perform other duties within the range and salary grade as requested by the principal or site manager.</li> <li>• To support the principal and the leadership team in ensuring high quality education by developing a values-based culture</li> </ul> <p>Included in your role will also be transporting staff and/or pupils on a School Minibus as and when required, also including</p> <ul style="list-style-type: none"> <li>• To and from organised trips or activities taking place away from school sites</li> <li>• To and from pupils' homes</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of

information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>GCSE English &amp; Maths</li> </ul>
Experience		<ul style="list-style-type: none"> <li>Experience working in similar position in an education setting</li> </ul>
Skills, Knowledge	<ul style="list-style-type: none"> <li>DIY skills to undertake minor repairs and maintenance of the site</li> <li>Understand the principle of health and safety in an education environment including COSHE</li> <li>Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li> <li>Ability to work as part of a team or individually as required</li> <li>Ability to perform the physical tasks required by the post, including lifting,</li> </ul>	

	<p>carrying and pushing various equipment to undertake the duties of the post</p> <ul style="list-style-type: none"> <li>• Ability to carry out a range of administrative/clerical tasks, including record keeping, ordering and stock taking</li> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the academy</li> <li>• Willingness to participate in further training and developmental opportunities offered by the academy and the trust</li> </ul>	
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**Signature** .....

**Date** .....

**Name** .....