

JOB DESCRIPTION

Post title:	Site Assistant
Academy:	Westgate Hill Primary Academy plus other Newcastle Schools as and when required
Reporting to:	Site Manager – Westgate Primary School
Salary/Pay range:	£23,151 per annum
Hours of work:	37 hours per week, all year round

Purpose of Job

To work with the premises team, under the supervision of the Site Manager and Cluster Facilities Manager – Newcastle, to maintain the school effectively and efficiently for the benefit of all pupils, staff and visitors.

Main Duties and Responsibilities

The following main duties and responsibilities are as follows:

- Key holding responsibilities for opening and closing the school site.
- Work at other Newcastle Schools within Laidlaw Schools Trust as and when required.
- Respond to and carry out maintenance and repair requests in a timely manner.
- To move parcels, furniture and set up for events as and when required.
- Use and maintain tools and equipment as necessary.
- To assist with ensuring all outside areas are well presented, clean, tidy and safe including litter collection, snow and ice clearance and gritting duties.
- To undertake basic gardening duties within the grounds and within the allotment areas/ greenhouses.
- To assist with the management of contractors.
- To support the Site Manager with project delivery.
- To ensure actions assigned in the management information system are closed out in a timely manner.
- To cooperate with health and safety advice.
- Support with directing the cleaning team if required.
- Provide a proactive and reactive approach to facilities management duties.
- To be proactive with ideas and open minded and to think out of the box.
- Willing to learn and develop your skills.
- Be able to follow procedures and policies set by the Senior Estates team
- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensure compliance with current health and safety legislation.
- Ensure health and safety policies and procedures are followed and make sure reasonable actions are taken to safeguard building users from risk, as far as practicable.
- Provide support in an emergency or evacuation situation, in a calm professional manner.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.