

Job Title: Site Assistant	Pay Scale: PPS 3
Normal Place of Work: The Priory Lincoln Academy	Line Manager: Site Manager
Role Summary: To provide an on-site service to support the academy through a range of tasks as part of the Site Team.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Building maintenance and cleaning
 - Carry out routine tasks, which could involve heavy lifting and working at heights.
 - Perform routine maintenance tasks.
 - Admit contractors' employees to the premises and direct them to job location.
 - Assist in the cleaning of the academy buildings and furnishings.
2. Grounds maintenance and cleaning
 - General gardening including maintenance of the flower beds and borders.
 - Assist with keeping the site tidy, including leaf control.
 - Ensure that all hard play areas, paths and drives are free from litter and that all drains and gullies are free flowing and clean.
 - Clear pathways of snow and apply salt when required.
3. Security
 - Help maintain the security of the academy and its grounds by following all security procedures, checks and tests e.g. burglar alarms and security cameras.
 - Routine and non-routine (e.g. emergency) opening and closing of the premises.
 - Report to the line manager any trespass, theft or unauthorized parking of vehicles on the premises.
 - Assist in keeping all mandatory records in relation to fire testing, service and repair, health and safety and other associated record keeping.
 - Report any problems to line manager.
4. Porterage
 - Accept deliveries to the Academy and arrange delivery to the appropriate department or appropriate storage.

5. Equipment
 - Assist in carrying out regular checks of ancillary equipment.
 - Prepare, maintain and store apparatus and materials for use within the Academy.
 - Assist with the preparation of room set up and clear downs eg: examinations, conferences or special events.
6. To ensure appropriate tests are carried out on the swimming pool and recorded accurately.
7. Act in accordance with Trust policies and procedures and relevant legislation.
8. Attend training as required by the academy, e.g. for Health and Safety compliance.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

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 Trusts 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 Trust 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*
	EXPERIENCE			
1.	Experience of working in a customer centered environment	✓		AF/IV/R
2.	Experience of working in a caretaking/building facilities/portering role		✓	AF/IV/R
3.	Good communication skills: oral and written	✓		AF/IV/R
4.	Ability to prioritise workload and organise work schedule	✓		AF/IV/R
5.	Ability to undertake minor repairs (handy person skills)	✓		AF/IV/R
	EDUCATION/TRAINING/QUALIFICATION			
6.	Level 2 Literacy and Numeracy or a willingness to work towards this	✓		AF/CERT
7.	First Aid Certificate or be prepared to undertake training to qualify	✓		AF/CERT
8.	Proficient in the use of email and the internet	✓		AF/CERT
9.	Working at height qualification, or a willingness to work towards		✓	IV/R
10.	Manual Handling certificate, or a willingness to work towards		✓	IV/R
11.	Hold a Health & Safety qualification		✓	IV/R
	SKILLS - DISPOSITION			
12.	Ability to communicate and work professionally with internal and external customers of the academy	✓		IV/R
13.	Be confident and assertive	✓		IV/R
14.	Ability to work effectively as an individual or as part of a team	✓		IV/R
15.	Ability to work flexible hours and patterns	✓		IV/R
16.	Flexible attitude to training requirements	✓		IV/R
17.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	✓		IV/R
18.	Must accept and actively support the Trust’s agreed values.	✓		IV/R
19.	A commitment to equality, diversity and inclusion	✓		IV/R
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
20.	Ability to work flexibly, including evening and weekend work and to work in different environments across the sites	✓		IV/R

*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

R=Skills assessed via References

Cert= Certificate checked at interview

Acceptance of the Job Description

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

Signed Line Manager:

Dated:

Signed Employee:

Dated:

Please sign and return one copy of the Job Description