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**Job Title: Site Assistant**

**Payscale: Trust Grade 3**

**Reports to: Site Manager**

**Location: split site role to work at both Woodlea, Primary School, Bordon and Fernhurst Primary School, Fernhurst but required to work at any academy where business is conducted that is within reasonable distance.**

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**Function of the post:**

In liaison with, and in the absence of, the relevant Site Manager; take responsibility for the maintenance and security of the schools' premises and site. Working as a part of an effective wider site team to ensure the schools meet with health and safety legislation and is a safe environment for the schools' communities.

**Principal Accountabilities:**

- In liaison with the Site Manager ensure that the buildings and site are secure, undertaking security checks including locking and unlocking of buildings and setting and disarming the alarms, when required. Ensure emergency procedures for the relevant site are understood;
- Monitor the general condition of the exterior and interior buildings, and as directed by your line manager undertake repairs and maintenance activities to improve the appearance and safety of the buildings and grounds as may reasonably be required;
- As directed by your line manager, oversee on-site maintenance contractors to ensure work is undertaken in line with health and safety regulations, school policy, and the work is completed to the required specification and standards within the timescale set out in the contract, reporting to your line manager or the Operations/Business Manager as appropriate.
- Maintain accurate and current records and reporting procedures in liaison with your line manager and in accordance with individual Schools, Trust and regulatory procedures to ensure the schools maintain strict health and safety standards, including fire, legionella, site security, asbestos, emergency lighting, and electrical tests;
- Operate equipment and systems such as heating, cooling, lighting and alarms ensuring that they are maintained in good working order at all times, reporting any faults or deficiencies to the Site Manager or other relevant person;
- Monitor stock and order supplies as required and in line with individual School and Trust procedures;
- In liaison with your line manager and the Academy Operations Officer ensure that correct procedures are followed for purchase, gathering quotations, and overseeing planned grounds improvement work and contracted services work as required;
- Prepare rooms for use to include unlocking and opening rooms, re-arrange layout/furniture, equipment and additional furniture as requested. The room should be returned to the normal layout at the end of the session and the room user advised to return any equipment or resources not normally stored in the room, with rooms secured and locked;

- Undertake various collections and deliveries across the site(s) adhering to safety and mindful of key transition times;
- Ensure each of the School sites is kept to the highest standards of hygiene and cleanliness and that a safe environment is maintained at all times, including undertaking cleaning as required and covering any absences within the cleaning team
- Support and assist members of staff and visitors with regard to premise management, ensuring the highest levels of customer service are set and achieved;
- The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **University of Chichester Academy Trust:**

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching, learning and leadership."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **Equality and Inclusion:**

The University of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academies in continuously seeking to find ways to improve their environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of current Data Protection Legislation and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

## Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			
Basic knowledge of building maintenance.	✓		<b>Application Interview</b>
Knowledge of health & safety regulations and best practice	✓		
Certificate of Training (or willingness to undertake training) in the use of: <ul style="list-style-type: none"> <li>- Steps, Ladders and WAHR (incl. step stool)</li> <li>- Tower safety</li> <li>- Fire Safety Assessment</li> <li>- Moving and Handling of Objects</li> </ul>	✓		
PAT qualified.		✓	
General understanding of maintenance requirements within a school setting.		✓	
Knowledge of regulatory requirements in managing legionella and asbestos.		✓	
<b>Skills</b>			
Maintenance skills relevant to the duties of the post.	✓		<b>Application Interview References</b>
Ability to make decisions appropriate to the situation.	✓		
Problem-solving skills to enable efficiency in the maintenance of the school.	✓		
Have basic IT skills to enable the use of a computer for emails, job orders and reports		✓	
<b>Experience</b>			

Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and is efficient for the school.	✓		<b>Application Interview References</b>
Proven experience of ensuring standards of service are maintained.	✓		
Experienced in undertaking a broad range of duties that are required to meet health and safety standards.	✓		
<b>Personal Attributes</b>			
A calm approach under pressure with an ability to resolve issues.	✓		<b>Interview References</b>
Ability to work alone and unsupervised whilst being part of a wider team.	✓		
Flexible, conscientious and reliable approach to the post.	✓		
Good timekeeper and able to meet deadlines.	✓		
Professional confidentiality.	✓		
Must be prepared to meet the required dress standard including wearing the appropriate staff clothing and/or PPE (as required), which will be provided.	✓		