

Job Description

School Name:	Parliament Hill School
Job Title:	Site Services Assistant
Reports To:	Premises Manager
Team	Premises team
Line Management	None
Grade and place of work:	<p>Grade: Scale 4, (£30,987- £32,346) Fixed term: 18 months 35 hours per week, 52 weeks per year</p> <p>Based at Parliament Hill school, working hours are typically between the core times of 6.00am and 7:00pm, subject to service needs.</p> <p>The role follows a rota shift pattern, Monday to Friday, with occasional evening and weekend work. Evening support is required with parents' evenings, committee meetings, school fairs and other events. Flexibility during school holiday periods may also be needed to cover maintenance schedules.</p> <p>The role is based at Parliament Hill School. Staff may occasionally be required to work at William Ellis school.</p>
Role Summary:	<p>Under the direction of the Premises Manager and Site Services Supervisor, maintain a high-quality working and learning environment and ensure the security of the school site.</p> <p>To work flexibly within the School Site Services Department.</p> <p>To work cooperatively within and outside of their teams to develop and maintain a consistent school approach to policies and procedures.</p>

Key Skills and Competencies: The highlighted competencies are core to this role.

Relationships	Organisational Agility	Personal Excellence	Innovations	Permanent Growth & Development
'Customer' focus	Change Management	Developing People's Potential	Idea Generation	Vision
Build Wider Networks	Project Management	Self-Development	Innovation Management	National Perspective
Building long term relationships	Team Building	Performance Management	Creativity	Openness to new approaches
Empathy	Organisational Skills	Individualisation	Curiosity	Planning
Effectively Communicate	Prioritisation	Learning	Concept Thinking	Adaptability
Professional Attitude	Action oriented	Motivating People	Solving Problems	Achieving Results
	Decision Making	Taking Responsibility	Passion for Technology	Strategic Leadership

Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All staff are expected to model professional behaviour to students, to support student development and maintaining high standards of conduct, in line with the school's code of conduct.

Commitment

- Demonstrate a commitment to Equality and Diversity in a school environment at all times.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

Safeguarding and Child protection

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

Data Protection

- Ensure all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.

The work is often practical, strenuous and dirty, moving furniture and cleaning toilets, gullies, etc. and carrying out maintenance and minor repairs as required. **Appendices A+B expand on actual tasks.** Work clothes are provided. The Site Services Assistant will be required to meet and relate to students, teachers, management, parents, contractors, members of the public etc. The Site Services Assistant (SSA) must be able to deal with all people in a polite courteous manner using common sense.

Main Activities: Principal responsibilities are detailed below

SIT SECURITY AND MAINTENANCE

- Opening the school when on an early shift, checking that the site is safe and ready for use, including checks on heating and grounds
- Locking up and the security of the site after school.
- Providing security back up and support for other SSAs on duty.
- Ensuring that intruder alarms are properly set and reset and that any other authorised persons are trained in their use.
- Carrying out painting, decorating and other maintenance works as directed, both internally and externally.
- Contributing to the day-to-day maintenance and upkeep of the premises, including the carrying out of minor repairs.
- Monitoring school systems and where they cannot be fixed, report any defects to the Site Services Supervisor
- Carrying out gardening/grounds work such as grass cutting, weeding, shrub cutting, monitoring trees, removing litter and chewing gum

REGULAR ACTIVITIES

- Regular flushing of taps/shower heads, and fire alarm testing
- Set up of rooms, halls and other areas as required for examinations, meetings or any other purpose.
- Take deliveries of resources ordered by the school and deliver to relevant recipient.
- Assemble furniture, install noticeboards and fit equipment
- Delivery of catering resources to rooms when requested.
- Carry out repairs as required – see Appendix B for example list

- Responsibility for monitoring specific areas of the school, reporting to the Site Services Supervisor regarding any works required, and the standard of cleaning.
- Liaise with contractors as required
- Carry out any such other duties consistent with the needs of the service as may be required on a day to day basis by the Premises Manager or Headteacher.
- There will be occasions when you will be required to cover the duties of other member of the Premises Team. A flexible approach will be required.

GENERAL ACTIVITIES

- Monitor levels and ensure stocks of supplies are ordered
- Participate in training as appropriate including Asbestos, Legionella, Health and Safety, First aid.
- Participate in the school's Appraisal cycle.
- Monitoring use of gas, electricity and water, reporting on a monthly basis the Premises Manager.
- Ensure the site is clean and tidy, ready for school use, reporting any major issues to the Premises Manager /Business Director.
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher or Premises Manager.
- Responsible to the Premises Manager for various other services associated with the efficient running of the site.

Interpersonal Skills

- Site Services Assistant will be required to meet and relate to students, teachers, management, parents, contractors, members of the public etc.
- Site Services Assistant must be able to deal with all people in a polite courteous manner using common sense.

LETTINGS

- Liaise with lettings agency (Schoolsplus) as required.
- Plan to ensure the school is ready for school day and priorities post any lettings

APPENDIX A

Site staff will clean in the event of an emergency

All external areas including litter bins, play areas, paths, roadways, car parks, grassed and garden areas to be cleaned/swept daily, up to and including boundary lines. Also, the weeding of hard standing areas and grass cutting.

All areas to be kept clean to the standard of the litter code.

Clean up bodily fluids, vomit and other soiling as soon as practicable, using specified materials in accordance with centrally issued guidelines.

Other specified items requiring cleaning following the advice of the Medical Advisor/Headteacher to comply with Public Health or Health and Safety legislation.

Will be responsible for cleaning of all waters caused by flooding, eg: burst pipes, leaking roofs etc.

To liaise with cleaners and other site services assistants to resolve any problems at a local level. To keep a record of all discussions regarding problems in the Site Manager's log. The Site Manager shall keep the Director of Operations informed at all times.

To assist staff with the disposal of refuse at the end of each term.

Graffiti – remove in accordance with the Authority's policy.

APPENDIX B

The following is a list of 'typical' tasks and repairs expected to be undertaken by the Premises Manager, Site Services Supervisor and other site staff.

- Door handles and closers
- Shelving
- Painting, paying attention to RAL colours and finishes
- Window latches
- Repair of furniture
- Coat hooks
- Locker management including resetting codes
- Repairs to equipment
- Fitting towel dispensers
- Fitting toilet roll holders
- Soap dispensers
- Sanitary towel dispensers
- Window blind repairs
- Small plumbing jobs, i.e. unblocking of drains, gullies and WC's & replacement of tap washers etc.
- Toilet seats
- Toilet chains
- Change fuses up to and including 13 amps
- Yale and simple mortise locks
- Temporary boarding up of windows
- Removal of dangerous glass
- Limited re-glazing work
- Other reasonable small jobs as agreed from time to time

The duties on this list may vary from time to time and you may be asked to perform other reasonable duties not specified on the above lists as required by the Headteacher, without changing their general character or level of responsibility.

Person Specification

	Essential	Desirable
Qualification and Experience		
• Good practical experience (min 1 year) of working in a maintenance role	E	
• Experience of grounds maintenance		D
• Good command of Maths and English Language	E	
• Evidence of at least one area of H&S training, and willingness to undergo further training as required	E	
• Proficient in using email, and willingness to learn school IT systems	E	
Skills, Knowledge and Abilities		
• Excellent knowledge of the school site and its processes and procedures	E	
• Knowledge of COSHH		D
• Knowledge of H&S responsibilities	E	
• Discretion, good judgment and initiative	E	
• Ability to establish and maintain effective working relationships at all levels with all users of the school site whilst demonstrating a flexible approach	E	
• Have good interpersonal skills and be able to communicate effectively both orally and in writing.	E	
• Positive can-do attitude with the ability to work under pressure, role model resilience and ensure that deadlines are met.	E	
• Demonstrate the ability to work confidentially	E	
• Ability to work without supervision	E	
• Good level of maintenance skills with the ability to undertake a range of tasks and repairs, working with a variety of tools and equipment	E	
• A proven record of a high level of attendance	E	
• Ability to undertake regular compliance checks and maintain accurate records	E	
• Be committed to working co-operatively towards the aims of the school.	E	
• Commitment to equal opportunities and to assist the school in raising achievement and reaching its targets	E	