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## Job description

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### Site Support Worker

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**Responsible to: Building & Site Manager**

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### Summary of Role

To provide efficient and effective support to both students and around the school site. This role supporting the work of the site team, including work with partner organisations. The role may also require driving school minibus to off-site lessons, fixtures and extra curricular activities.

#### Detailed responsibilities

- To manage, under the direction of the Buildings Manager, the caretaking system in the school to ensure the highest standards are maintained with regard to the use, presentation, appearance and safe operation of the site and premises, including supporting delivery of service to partner organisations.
- To open and/or lock the school site as required, ensuring that all areas of the site are accessible (opening) and secure (closing).
- Support supervisory duties to ensure the safety and welfare of the children around the school site including the zebra across which is located between the two main school sites.
- To undertake safety checks including Portable Appliance Testing (PAT).
- Driving school minibus to off-site lessons, fixtures and extra curricular activities as required.
- Planning of personal work allocations under the direction of the Buildings Manager.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To carry out maintenance task with the building and around the school site and grounds.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- The post-holder will be expected to undertake duties in line with the highest professional standards and to uphold the professional code expected of all who work with young people.
- Any other duties as commensurate within the grade in order to ensure that smooth running of the academy.

**Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

**Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....