



the  
**LatimerArts**  
College

INFORMATION PACK:

Site Assistant

Temporary

37 hours per week



## Job Description: Temporary Site Assistant

### Job Description

Role:	Temporary Site Assistant		
Line Manager:	Estates Manager	Direct Reports:	None
Scale:	NJC Grade F points 6-7	Hours:	37 per week 52 Weeks per year

### General Responsibilities

To be responsible to the Estates Manager for providing support in the smooth operation of the premises so that as a resource it most effectively supports the educational needs of the School.

### Specific Responsibilities

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

#### Job Detail

- To understand and be fully committed to the responsibilities in relation to child protection and safeguarding young people;
- To maintain the security of the premises during working hours;
- To assist the School's Health & Safety Officer to conduct regular health and safety inspections during the course of daily duties;
- To support with the administration of the Estates team, including Health & Safety checks using compliance software;
- To receive, check and distribute deliveries to the school;
- To store, move and set out furniture and equipment in accordance with activities in the school, or the requirements of persons/groups using the premises outside school hours;
- To carry out basic repairs and general maintenance tasks, including painting, plumbing and minor carpentry, and making good any damage to the premises;
- To maintain outdoor areas, including litter picking and basic gardening;
- To assist the Estates Manager in ensuring that all drives and approaches to premises are kept clear of snow, ice and obstructions and apply grit/salt as appropriate;

- To clear and make good following minor emergency situations, e.g. sickness or spillages;
- All other duties which may arise from the daily, evening and weekend use of the building not covered by above, as directed by the Principal, Business Manager and Estates Manager;
- To ensure that all the school facilities are in a clean and acceptable state prior to all lettings and that they are returned to school use in an acceptable state following outside use;
- To maintain good relations with students, staff, visitors and users of the school facilities.

Other duties

- During the absence of the Estates Manager for reasons of holiday, sickness, etc., the Site Assistant may be required to perform appropriate duties within the terms of the Estates Manager's job description as necessary. This will be agreed with the Principal or Business Manager.
- Such other duties as may be reasonably required by the Principal, Business Manager or Estates Manager.

*The job involves outdoor working but the job holder is generally able to plan for this work to avoid extremes of weather other than to tend to emergency situations. They will use safety tools and equipment and follow health and safety policies and procedures.*



## Person Specification: Temporary Site Assistant

SELECTION CRITERIA (no priority order)	Essential	Desirable	METHOD OF ASSESSMENT
<b>Education</b>			
The post holder should have attained the basic level of secondary education and be literate and numerate	X		Application form / Verified at interview
<b>Working with Children and Young People</b>			
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Commitment to, and belief in, the equal value of all students	X		Interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
<b>Knowledge and Experience</b>			
Knowledge of Health and Safety legislation to ensure operation within Health and Safety policies and guidelines	X		Application form / interview
First Aid at Work		X	Application form
Prior relevant experience of working in a school		X	Application form / reference
<b>Skills</b>			
Excellent communication skills	X		Application form / interview
Knowledge of a range of DIY skills including general plumbing, glazing, painting and decorating, laying slabs, door fitting, fitting carpets and suspended ceilings	X		Application form / interview
<b>Personal Qualities</b>			
Able to work as part of a team	X		Application form / interview
Concern for quality and customer service	X		Interview
Efficient and organised	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Must be able to work unsupervised	X		Interview
<b>Additional Requirements</b>			
Willing to contribute to the wider aspects of school life		X	Interview