

## JOB DESCRIPTION

**TITLE:**

Site Team Assistant & Minibus Driver

**GRADE: Kent Range 4**

**£22,071 (Full Time Equivalent)**

**HOURS:**

Full Time 37.5hrs per week

Core hours: 08:00 – 15:30 Monday – Friday

All year round.

(including 26 days paid holiday, plus Bank Holidays)

**REPORTS TO:**

Site Manager / Business Manager

### MAIN PURPOSE OF THE JOB

Working with the Site Manager to undertake a range of duties to assist the smooth running of the School operations, including the driving and maintenance of the school minibus.

Working hours may be subject to variation depending on the requirements of the school operation. Sometimes, based on the needs of the school, flexibility with working hours may be needed.

**School Minibus**

- Be available to transport students and staff on school excursions and sporting events as necessary.
- Ensure the minibus is roadworthy and ready for use at all times.
- Report any hazards and or defects to the Business Manager as appropriate.
- Maintain service paperwork and documents relating to the school minibus.
- Liaise with Minibus Rental Company for annual service and checks.

**Buildings, Grounds, Maintenance and Operations**

- Ensure that the grounds are clean, free of hazards and maintained as required.
- Ensure all bins are emptied and litter is collected at least daily.
- Monitor the condition, safety and security of the site throughout the term and during school holidays on a daily basis.
- Assist with maintenance work and minor projects and where appropriate to minimise expenditure on external contractors.
- Support the Site Manager with the ordering, maintenance and storage of materials and equipment.
- Support the Site Manager with the daily/weekly operations required to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources.
- Be available to carry out various additional tasks as required by the school, such as visiting the post office, collecting orders and depositing funds into the school bank account.

**Health and Safety**

- Assist with the supervision of contractors when operating on the school site.
- Report any hazards and or defects to the Site Manager as appropriate.
- Ensure that when hazardous substances are used, they are stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff.

**Security**

- Monitor traffic congestion at the start and end of the school day, managing car parking where necessary.
- Be an assistant key holder for the school site to deputise for the Site Manager when not available. Ensuring adequate key holder cover during holiday periods.
- Be responsible, alongside the Site Manager, for general security and access control at all times

#### **Cleaning**

- Check the site daily and ensure that all areas of the building are clean and ready for use.
- Ensure that any spillages are mopped up promptly and that any bodily fluids are cleaned up as soon as practical.
- Ensure correct Health & Safety signage is in use around school such as “wet floor” signs.
- Ensure immediate removal of any internal and external graffiti.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.

#### **Event Set up and Support**

- Support Administration and IT with all school event set ups.
- Ensure rooms are set up in a timely fashion.
- Manage traffic/car parking during large scale events.
- Work with School Staff and Leadership Team to forward plan for events.

#### **Compliance**

- Working with the Site Manager to ensure the school is compliant with all necessary checks and procedures including, but not limited to: Asbestos management, Legionnaires, COSHH, PAT testing, Fixed wiring and distribution boards, Emergency lighting, water hygiene, gas appliances and boilers.

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals and all staff.
- Attend and participate in staff and departmental meetings as appropriate.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

#### **Other**

- Any other duties that may reasonably be required by the Headteacher or School Trustees.