



**KENT COUNTY COUNCIL  
EDUCATION DEPARTMENT**

**EFFECTIVE DATE: 2023**

## **JOB DESCRIPTION**

<b>SCHOOL</b>	<b>Whitfield Aspen School</b>
<b>JOB TITLE</b>	<b>Site Assistant</b>
<b>GRADE</b>	<b>Kent Range 3</b>
<b>RESPONSIBLE TO</b>	<b>Headteacher, Heads of School, Deputy Heads</b>
<b>LINE MANAGER</b>	<b>Site Manager</b>

Our vision and values of Learning Together through Aspiration, Imagination and Determination are essential to the work that you carry out here at Whitfield Aspen School. As a member of staff, it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

All staff in the School have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. The Health & Safety Policy can be found in the school along with the Whistleblowing and Safeguarding Policy.

### **Purpose of the Job:**

To support the Site Manager to ensure the security, caretaking, cleaning and general maintenance needs of the school.

### **Key duties and responsibilities:**

1. Undertake general repairs and maintenance around the school, inside and out to ensure the site is a safe environment for students, teachers and visitors.
2. Maintain the security of the school with some opening and closing duties, (including times for lettings).
3. Assist the cleaners, and cover for any absences. General cleaning of the school i.e. buffing wooden floors, cleaning toilets, to ensure a tidy appearance is maintained.
4. Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately delivered.
5. Assist in taking meter readings from appropriate sites around the school.
6. Assist relevant staff in the setting up of classrooms at the beginning and end of

academic years to ensure the school's needs are met.

7. General grounds maintenance including lawn mowing, strimming and gardening.
8. Visual inspections, cleaning of minibuses, as well as driving the minibuses when required and providing mileage reports to finance.
9. Using ICT programmes: Word/Internet.
10. Ability to work proactively and with others as part of the team.
11. All employees of Whitfield Aspen School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. Any other duties as required and directed by the Headteacher and Heads of School.

Signed: ..... Date: .....  
Headteacher

Signed: ..... Date: .....

**Footnote:** This job description is provided to assist the job holder to know what his main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.