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**Job Description – Site Assistant**

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**Purpose of Job:** Under the guidance of the Site Manager and Business Manager, the Site Assistant is required to ensure the secure and efficient running of the school site and premises, providing maintenance, cleaning and site support where necessary. There will also be occasional cover for site staff during particularly busy periods.

**Key Duties:**

* Undertake appropriate repairs e.g. redecorating and fixing.
* Undertake repairs e.g. carpentry, plumbing, changing light bulbs, unblocking drains. To ensure that the general upkeep and maintenance of the premises is safe and fit for purpose.
* Organise and carry out improvement work.
* In collaboration with the Site Manager, assist in the operation of a preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
* Lock/unlock school buildings and areas.
* Operate and respond to alarm systems where appropriate.
* Identify defects and record any repair and maintenance requirements, keeping the Site Manager and Business Manager informed.
* Take meter readings from appropriate sites around the premises.
* Collect and assemble waste for removal, including recycling.
* Undertake emergency & specialist cleaning tasks.
* Ensure that pathways and all other external hard surface areas are kept clean, free of litter, weeds and leaves and that they are gritted or salted when required during wintry conditions.
* Create and maintain a safe, purposeful, orderly and productive working environment.
* Undertake safety audits of the premises including risk assessments.
* Promote and ensure the health and safety of students, staff and visitors at all times.
* Portering duties e.g. deliveries, post, moving furniture and equipment etc.
* Support the Site Manager in monitoring and managing stock within an agreed budget, cataloguing resources & undertaking audits as required.
* To ensure good housekeeping of site equipment and materials.
* Patrol roads at busy times to ensure the safety of children, staff and parents.
* To undertake any other reasonable duties, as requested by the Headteacher.

**Responsibilities:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other learning activities as required.
* Ensure compliance by self and others with all health and safety policies and procedures.
* Ensure safe use by self and others of equipment and materials.
* Establish constructive relationships and communication with staff, parents, students and external agencies.
* Capacity to be flexible with working hours.

**This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. Support staff are part of a whole school team. Each individual is required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan.**

**Person Specification**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Recognised training/qualification(s) appropriate to post. * No formal qualifications required but basic literacy and numeracy skills. * Recent school leavers will have evidence of basic educational achievements or qualifications. |
| **EXPERIENCE** | * Recent previous experience of caretaking desirable. * Competence at basic building repairs and maintenance. * Knowledge and understanding of site maintenance and security management desirable. |
| **SKILLS AND ABILITIES** | * Ability to perform the physical tasks required by the post including lifting and transporting various equipment, working at height, grounds and building maintenance. * Skills in a trade would be desirable. * Ability to operate and understand electrical/mechanical systems. * Good communication and interpersonal skills. * Ability to gather information and problem solve. * Ability to manage own time effectively and demonstrate initiative including establishing priorities. * Ability to adapt to changing and conflicting demands; displaying a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school. * Ability to be flexible and work as part of a team, or individually, as required. * Ability to demonstrate an understanding of children. * Ability to contribute to the life of the school. * Ability to adhere to the school’s policies and procedures; most importantly the equal opportunities policy, child protection policy, safeguarding policy and all health & safety related policies. * Ability to implement and comply with Health & Safety regulations to ensure that all duties are carried out safely. * Ability to act as key holder and assist with security of the site. * Display high personal standards of honesty and integrity. * Adaptability, flexibility and ability to work constructively as part of a team to reach agreed outcomes for maintaining the school. * Willingness to undertake training as appropriate. * Be punctual and reliable. |
| **KNOWLEDGE** | Understand and be able to apply Health and Safety procedures relevant to the job such as:   * Manual handling. * Safe use of machinery and/or equipment. * COSHH. * First Aid and Hygiene Practice. * Lone working procedures and responsibilities. * Able to recognise and to deal with emergency situations. * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Knowledge of and commitment to working within school policies and performance management descriptors. |