**GREAT OAKS SMALL SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** Site Manager Assistant and Minibus Driver

**REPORTING TO:** Site Manager / Head Teacher

**PRIMARY PLACE OF WORK:** Great Oaks Small School, Ebbsfleet Farmhouse, Jutes Lane, Minster, Ramsgate, Kent CT12 5FH

**HOURLY RATE:** £16.25

**EFFECTIVE DATE OF JOB DESCRIPTION:** November 2023 / as determined by Safer Recruitment checks.

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| **JOB PURPOSE**  |
|  | To undertake duties regarding the site, buildings and plant and all maintenance to ensure a safe living and working environment. To undertake driving duties and transportation of students accompanied by staff.  |
| **MAIN ACCOUNTABILITIES**  |
| 1.  | Undertake general repairs and maintenance around the site, inside and out, as requested by the Site Manager as agreed with the Head Teacher, to ensure the site is a safe environment for students, staff and visitors.  |
| 2.  | Undertake daily and seasonal maintenance of the site and equipment, inside and out, including changing light bulbs and tap washers, clock batteries, door locks, clearing drains and toilets, to ensure a safe environment is maintained.  |
| 3.  | Maintain the security of the premises including repairing doors, latches and fences. Undertake daily lock-up and be prepared to carry out security checks out of hours in the absence of the Site Manager.  |
| 4.  | Undertake and cover for any absences in general cleaning of the premises and site e.g., clearing debris and sweeping leaves, to ensure high standards of cleanliness.  |
| 5.  | Assist the Site Manager in monitoring the boiler system, ordering oil supplies and taking relevant meter readings to ensure all systems are kept running on a day-to-day basis, meeting the needs of the site and ensuring appropriate invoices are received in the absence of the Site Manager. |
| 6.  | Move furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.  |
| 7.  | Provide a porter service for deliveries to ensure supplies are correctly handled and appropriately distributed, as requested.  |
| 8.  | Carry-out with the daily vehicle checks of the school vehicles, delivering vehicles to a garage, as necessary, to ensure all vehicles are in roadworthy condition.  |
| 9.  | Driving school vehicles to transport students and staff between campuses and be available to transport students and staff on trips and visits, as required. .  |
| 10.  | Assist staff with the organisation of fund-raising events or other school events including those taking place out of school hours, e.g., moving furniture, organising car parking.  |
| 11. | Deputise for the Site Manager when necessary. Be prepared to be on call if Site Manager is absent. |
| 12. | Comply with Child Protection, Health & Safety, Fire Regulations and other school policies. |
| 13. | Attend meetings where relevant to ensure the school’s needs are met. |

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| **STAFF DEVELOPMENT AND SUPPORT**  |
| 1.  | Training to normally take place during directed hours, which may include time on designated INSET days.  |
| 2.  | Full participation in regular CPD and review meetings.  |
| 3.  | Positive approach to improving job skills and performance.  |
| **OTHER**  |
| 1.  | Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.  |
| 2.  | Treat information always relating to all school matters as strictly confidential and adhere to the Data Protection Policy.  |
| 3.  | Raise any issue, concern or grievance relating to this employment directly with the Head Teacher via the School Administrator / Head Teacher’s PA. |
| 4.  | Any other duties that may reasonably be required by the Head Teacher. |
| 5.  | You may be required from time to time, in line with the need of the school, to work at Gateway 3, Discover Park Business Centre, Sandwich. CT13 9FF. |
| 6.  | Review this JD with the Head Teacher annually. Any changes will be made following consultation.  |

***Great Oaks Small School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for Children.***

***Great Oaks Small School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge***.