



BORDEN GRAMMAR SCHOOL

Job Description – Site Team Assistant

Outline of Main Duties:

- Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems, and acting as a key holder for out of hours contact
- Attend to all contractors visiting or working on site, to ensure a safe environment and liaising with the Site Manager as appropriate.
- Undertake daily and seasonal maintenance of the site and equipment as required, including changing light bulbs, tap washers, clock batteries, door locks, cleaning drains, etc to ensure a safe environment is maintained
- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained
- Assist the cleaning team as appropriate i.e. buffing wooden floors, cleaning toilets, emptying bins, etc., to ensure a tidy appearance is maintained
- Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs
- Ensure outside areas are kept free from litter, sweeping leaves, clearing/gritting paths, emptying bins, etc
- Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately delivered, keeping passageways clear and hazard free
- Maintain adequate supplies of cleaning materials and supplies, re-ordering when needed, in order to meet the needs of the establishment
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct
- Ensure Health & Safety legislation is met in areas such as the management of asbestos and water hygiene
- Process timesheets for casual relief staff and check that invoices for maintenance goods/services are accurate before passing them on for payment
- Move heavy and awkward shaped furniture and supplies, and work at heights in accordance with Health & Safety Regulations

- Drive the minibus in accordance with the Rules and Regulations of the Highway Code, KCC's Code of Practice for minibus drivers and training provided by the Road Safety Unit to maintain client, staff and public safety whilst on the highway
- Provide regular visual checks and basic maintenance for the vehicles, eg oil levels, cleanliness, etc and liaise with the Site Manager regarding servicing and MOTs
- Attend training courses as required
- Comply with Health & Safety and Fire Regulations and other Academy policies
- Making sure the grounds are safe i.e. before it snows or removing wet leaves around site
- Setting up for school events

Person Specification:

- Awareness of the related working environment , eg client groups
- Use of a wide range of machinery/equipment, eg cleaning equipment, etc.
- Able to train/coach/mentor other premises staff in a range of council services
- To organise others and own workload, delegating tasks as appropriate, in order to achieve objectives set by the Headteacher and/or Site Manager
- Able to maintain accurate and timely records as required by the role, eg diaries, timesheets, etc
- Day to day operational maintenance of plant/equipment, eg shelf stacking etc
- Understands and 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 deal with everyday problems, recognise emergency situations and identify which problems should be referred to supervisor
- Understands the requirement for working with others and in teams
- Able to form effective working relationships needed for the job
- Able to deal with others courteously and in an acceptable manner
- Able to listen, observe and contribute to discussions as required for the role, eg health and safety issues, work plans, etc
- Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards pupils or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people. The postholder should also counteract such practice or behaviour by challenging or reporting it
- It is the duty of the postholder to report to the Designated Child Protection Officer any concerns relating to child protection issues, including any disclosures made by pupils

