

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Site Team Assistant and Minibus Driver

REPORTING TO: Site Manager / Head of School

PRIMARY PLACE OF WORK: Broomhill Bank School (West) in Tunbridge Wells

SALARY RANGE: Kent Range 4

DIRECTED HOURS: 37 hours per week, 52 weeks per year (including 25 days paid holiday, plus Bank Holidays)

EFFECTIVE DATE OF JOB DESCRIPTION: February 2023

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.
MAIN ACCOUNTABILITIES	
1.	Undertake general repairs and maintenance around the site, inside and out, as requested by the Site Manager, 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.	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.
4.	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 senior staff.
5.	Undertake and cover for any absences in general cleaning of the premises and site e.g., buffing wooden floors, cleaning toilets, sweeping leaves, to ensure high standards of cleanliness.
6.	Assist the Site Manager in monitoring and maintaining 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.
7.	Move heavy and awkward shaped 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.
8.	Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately distributed.
9.	Assist the Site Manager with the daily maintenance of the school vehicles, delivering vehicles to a garage if necessary, to ensure all vehicles are in roadworthy condition.
10.	Transport students between campuses and be available to transport students and staff on excursions if necessary.
11.	Assist staff with the organisation of fund-raising events or other school events including those taking

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	place out of school hours, e.g., moving furniture, organising car parking.
12.	Deputise for the Site Manager when necessary. Be prepared to be on call if Site Manager is absent.
13.	Comply with Health & Safety, Fire Regulations and other school policies.
14.	Attend meetings where relevant to ensure the school's needs are met.
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 relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.
3.	Raise any issue, concern or grievance relating to this employment directly with the Director of Business and Estate in the first instance.
4.	Any other duties that may reasonable be required by the Head of School or Governors.
5.	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
6.	Review this JD with the Director of Business and Estate annually. Any changes will be made following consultation.

Broomhill Bank 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.

Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.