

SITE ASSISTANT

School: Nexus School, Tonbridge
Job Title: Site Assistant
Reports to: Site Manager
Hours: 37 hours per week, Term-Time only + 10 days
Salary Range: Kent Range 4



JOB DESCRIPTION

Purpose of the Job:

- To assist in the maintenance and security of the school premises and site, ensuring a safe working environment across the whole school

Key Duties and Responsibilities:

Cleaning Role

- To clean, remove litter and be responsible for the tidiness of paths, school boundaries, drives and other hard surfaces, so that a high standard of site presentation is maintained
- To keep paths, access points and entrances free of snow and ice to ensure safe passage
- To arrange maintenance and servicing of grounds maintenance equipment as required as directed by the Site Manager
- To replenish soap, handtowels and toilet paper to all toilets on the site as necessary
- To empty rubbish bins and clinical waste daily and hazardous waste when required
- Carry out emergency cleaning if required
- To undertake specified indoor cleaning duties, including the inside surfaces of windows up to 335 cm from floor level
- Periodically to clean lamp shades and light diffusers, taking account of instructions given on cleaning at height
- To clean filters in the air units on a rota basis each week
- Comply with Health & Safety, Fire Regulations and other school policies
- Carry out any other reasonable duties that the Site Manager may request

Caretaking & Maintenance Role

- To clean, remove litter and be responsible for the tidiness of paths, school boundaries, drives and other hard surfaces, so that a high standard of site presentation is maintained
- To keep paths, access points and entrances free of snow and ice to ensure safe passage
- To arrange maintenance and servicing of grounds maintenance equipment as required as directed by the Site Manager
- Undertake general portage duties including moving furniture and equipment within school.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site, including gardening, maintaining guttering, etc
- Operate systems such as heating, cooling, lighting and security (including alarms)
- Receive deliveries to the school site outside office hours
- Collect and assemble waste for collection

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Caretaking & Maintenance Role Cont..

- To carry out the following duties with regard to the hydrotherapy pool:
 - daily water tests to ensure that safety levels regarding pH and chlorine are maintained at all times
 - to maintain equipment and processes necessary for the efficient and safe use of the pool
 - maintain areas associated with the pool in accordance with health and safety guidelines
 - deal with emergency soiling issues
 - bring urgent health and safety issues to the attention of the Site Manager
- To comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To be aware of and take part in the school's annual appraisal cycle and participate in training and development activities as required
- Carry out any other reasonable duties that the Site Manager may request

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Signed by Line Manager:

Date:

Signed by employee:

Date:

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to a satisfactory standard in order to communicate effectively, both written and oral Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite 	<ul style="list-style-type: none"> Average English and Maths Qualifications.
Experience	<ul style="list-style-type: none"> The Site Assistant should have experience of: cleaning work building maintenance DIY including decorating Team working 	<ul style="list-style-type: none"> Working within an educational environment.
Knowledge and understanding	<ul style="list-style-type: none"> The Site Assistant should have knowledge and understanding of: <ul style="list-style-type: none"> the varied roles of all staff in the educational process the basic principles of site management the importance of Health & Safety techniques for the repair of damaged or defective equipment or resources 	<ul style="list-style-type: none"> Security, Health & Safety, heating systems, building construction, COSHH regulations.
Skills	<ul style="list-style-type: none"> The Site Assistant will be able to: <ul style="list-style-type: none"> use practical skills to improve the site and buildings deal with emergencies and problems in a positive and systematic manner be aware of a small budget for resources proactive and work on own initiative work alone when required, showing good self-motivation prioritise, plan, schedule and meet deadlines and evaluate work communicate effectively (both orally and in writing) to a reasonable standard 	<ul style="list-style-type: none"> Use basic power tools and other equipment to make repairs and improvements anticipate and reduce risk where possible show knowledge and understanding of Health and Safety regulations.
Personal qualities and attitudes	<ul style="list-style-type: none"> Always act with honesty and integrity. Be able to remain professional at all times of pressured situations. Demonstrate resilience and a problem-solving approach with a positive attitude. Willing to be adaptable and flexible to suit the school needs. Be self-motivated and able to work independently with minimal supervision. Willing to provide and receive feedback to identify areas of personal development or process improvements. 	<ul style="list-style-type: none"> An interest in professional self-development A willingness to contribute to the wider life of the school
Physical Requirements	<ul style="list-style-type: none"> Fit and able to carry out duties 	

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	<ul style="list-style-type: none">• Ability to work at high levels with appropriate equipment	
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