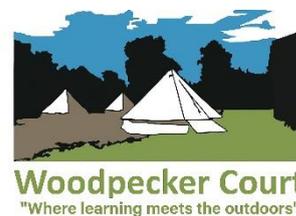


# Site & Maintenance Assistant



## Job Description

<b>Post:</b>	Site & Maintenance Assistant
<b>Location:</b>	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
<b>Responsible To:</b>	Site Manager
<b>Job Purpose</b>	The postholder will be responsible for supporting the site manager in the efficient and effective running of the provision site to fulfil all provision and community use of the facilities.

### Duties and Responsibilities

#### 1. Site Maintenance

##### Buildings Maintenance

- Support the Site Manager in managing the site maintenance programme.
- Assist in organising specifications for larger works.
- Provide information on the condition of furniture and fittings around site.
- Arrange routine and annual equipment checks and organise repairs as required.
- Undertake general repairs and maintenance, including carpentry, plumbing and handyman tasks and support with discretionary and emergency repairs when required.
- Ensure toilets remain clean throughout the day and are stocked with essential supplies.
- Perform general site cleaning tasks, including emergency cleaning when necessary
- Monitor, maintain, and record information relating to lighting, heating

##### Grounds Maintenance

- Carry out repairs to paths, fencing, paving and gates.
- Ensure the site is clean, tidy and free from litter.
- Support with clearing snow and ice from access routes.
- Assist with regular drain and gully clearance to ensure free flow.

##### General Site Support

- Undertake janitorial, maintenance, and cleaning tasks as delegated.
- Undertake portering tasks safely within Manual Handling guidelines.
- Receive, check and securely store delivered goods and supplies.
- Ensure adequate stock and materials are available for site-related duties.
- Monitor and maintain site equipment to ensure it remains in full working order.
- Report any security breaches to appropriate authorities.

#### 2. Health and Safety Support

- Work as part of the Health & Safety team, liaising with the Site Manager to maintain high standards.
- Assist in risk assessments for site activities and support improvements where risks are identified.
- Implement and promote good Health & Safety practice across the site.
- Ensure external contractors are aware of site requirements (e.g., hot-working permits, DBS, insurance, risk assessments).
- Carry out routine health and safety audits
- Support daily internal and external inspections and ensure equipment is safe and hazards removed.
- All duties to be carried out within the provision's Health & Safety policies and code of practice.

#### 3. Animal Support (Occasional Requirement)

- Provide occasional assistance with animal-related duties when required as part of the wider site responsibilities.

### **Working Environment**

- Work will be based at Woodpecker Court and its surrounding areas.
- There will be regular contact with students, staff, parents/carers and contractors; therefore, an enhanced DBS check is required.
- Personal protective equipment will be provided and must be worn when required.
- Use of powered cleaning and maintenance equipment may be required (e.g., leaf blower, jet wash, vacuums, polishers, scrubbers, wet-pickup machines).
- Role involves both lone working and team working depending on task and operational needs.

### **Whole-provision, strategy, and development**

- Contribute to the development, implementation and evaluation of the provision’s policies, practices, and procedures, so as to support the provision’s values and vision
- Make a positive contribution to the wider life and ethos of the provision
- Work with others on curriculum and student development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another tutor is unable to teach
- Contribute to the Woodpecker Court community as required
- Attend meetings, including staff meetings, parents evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.

### **Health, safety, and discipline**

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students consistently, managing behaviour effectively to ensure a good and safe learning environment
- Model good levels of consistent personal discipline

### **Professional development**

- Take part in the provision’s appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the provision
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside provision
- Have proper and professional regard for the ethos, policies, and practices of the provision, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Person specification**

The following qualifications and experience are desirable but not essential. We welcome applications from individuals with relevant transferable skills or a willingness to learn:

CRITERIA	DESIRED QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>•</li></ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable and responsive to changing needs within the provision.</li> <li>• Empathetic, patient, and supportive in approach.</li> <li>• Reliable and punctual with a strong sense of responsibility.</li> <li>• Resilient and able to manage challenging situations calmly.</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Committed to promoting the values and ethos of Woodpecker Court.</li> <li>• Professional conduct and integrity in all aspects of the role.</li> <li>• Team player with a collaborative mindset.</li> </ul>
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**Note: This job description may be amended at any time in consultation with the postholder.**

## **Person Specification**

### Skills and abilities

- Have a proactive approach to dealing with the daily demands of the role and longer-term projects.
- Manage, motivate and supervising a team to meet deadlines and appropriate standards.
- Ability to work effectively with minimum supervision and manage time effectively
- Liaise and communicate confidently and effectively to give and provide information and receive and give instructions
- Ability to complete and maintain appropriate records
- General handy person or maintenance experience essential
- Ability to be able to identify and implement new procedures
- Ability to prioritise and manage conflicting workloads and achieve deadlines
- Good communication skills
- To respond quickly and effectively to emergencies or disruptions
- Practical aptitude to buildings and grounds maintenance
- Ability to work alone and as part of a team

### Education and experience

- Willingness to learn and understanding the implications at work of the Health and Safety at Work Act 1974 amendments (Management of Health and Safety) 2006.
- Knowledge of COSHH regulations
- Knowledge of fire risk assessments
- Awareness of health and hygiene procedures

