



JOB DESCRIPTION

Job Title: Site Assistant
Reports to: Site Manager
Salary Range: Kent Scheme C

Hours: 37 hours per week - 52 weeks per year

The Site Assistant will be expected to work from 10:00 to 18:00 Monday to Friday however we can be flexible and additional hours may be required occasionally. The Site Assistant will also be required to be on the 24-hour emergency call out rota with the Site Manager.

Skill Specification:

The Site Assistant is required to have:

- A working knowledge and competence in general maintenance and DIY experience.
- Practical skills e.g. painting, decorating, plumbing, carpentry. Capable of producing work of a high standard in a number of practical skill areas.
- Awareness of safety issues.
- Understanding of health and safety requirements and the ability to recognise potential risks.
- Self-motivation and capability of working with minimum direction.
- Courteous manner in dealing with people within school and external suppliers.
- Clean driving licence and the ability to drive the school's minibuses when required.

Job Description:

To work under the direction of the Site Manager regarding the following duties:

Site Security

- To open and close the school premises at designated times and to be responsible for general security at all times.
- To be on call at unsocial hours or at weekends to deal with security issues on a rota basis with the Site Manager.

Site Maintenance

- To respond to site management issues as directed by the Site Manager.

- To meet and attend to contractors visiting or working on the site.
- To supervise on-site contractors to ensure the smooth operation of maintenance work on the school site.
- To read utilities meters as requested.
- To record all routine safety checks around the site including health and safety audits, fire safety systems, risk assessments and legionella maintenance to ensure the safety of all people on the school site.
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- To undertake general repairs and maintenance of furnishings and buildings around the site to ensure a safe environment is maintained.
- To report any defects in the buildings, furniture or fittings to the Site Manager and to arrange for their rectification.
- To keep all guttering and drainage clear.

Goods In

- If required, to assist with receiving goods and supplies and to distribute them.

Minibus Driving

- To drive a school minibus for school trips if required.
- To drive school minibuses to and from local garages for repairs and servicing as required.

Grounds Maintenance

- 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.

Cleaning & Hygiene

- 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.

School Vehicles

- To undertake the following duties in relation to school vehicles:
 - routine vehicle condition checks and recording;
 - carry out minor repairs; and
 - internal and external cleaning and washing.

Hydrotherapy Pool

- 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; and
 - bring urgent health and safety issues to the attention of the Facilities Manager.

School Duties

In conjunction with the Site Manager:

- To assist with furniture arrangements for all school functions and the return to storage of all such furniture as and when required.
- To assist in the setting up and dismantling of equipment required for school lessons eg trampoline, staging.

External Lettings

- To carry out security duties and associated cleaning for external lettings, if required.

Additional Duties

- To liaise with the School Business Manager in the absence of the Site Manager.
- Other tasks as directed by the Site Manager.
- Adhere to school policies and procedures.
- Adhere to school health and safety requirements.

Training Required

To undertake the following training as required and any additional training as identified:

- Asbestos awareness
- COSHH

- Fire warden
- First aid
- Legionella
- Manual handling
- Pool plant
- Working Safely at Heights