

Job Description

School:	The Whitstable School
Job Title:	Site Assistant
Grade:	SAT 4
Responsible to:	Site Manager

Main duties and responsibilities (Accountabilities):

1. Maintain security of the site, i.e. opening and closing of the premises including those for lettings, fixing and reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate
2. Act as a designated key holder, providing out of hours and emergency access to the school site on occasion
3. Undertake general repairs and maintenance around the establishment, inside and out, including decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained,
4. Ensure resources such as cleaning supplies and equipment are stored and maintained appropriately
5. Support the cleaning team by covering for absences, in general cleaning, i.e. buffing/polishing floors, cleaning windows and toilets to maintain a tidy appearance across the site
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure the day to day needs of the establishment are met
7. Undertake general portering duties, including moving furniture and equipment within the school, to ensure supplies are correctly handled and appropriately delivered
8. Perform duties in line with health and safety regulations (including COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
9. Handle small amounts of cash for the purchase of materials to carry out repairs
10. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
11. Facilitate school events and external lettings and carry out associated tasks, in line with local agreements
12. Deputise for the Site Manager in periods of absence, sometimes at short notice

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Site Assistant

Grade: SAT 4

Responsible to: Site Manager

	Essential	Desirable
Qualifications	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills	
Experience	<p>Experience of working in a school</p> <p>Willingness to undertake appropriate training and professional development</p> <p>Clean current driving licence</p>	<p>Experience within the construction or maintenance industries</p> <p>Evidence of relevant training e.g. asbestos awareness, water hygiene</p> <p>Evidence of Health & Safety training, e.g. working at heights, COSHH</p> <p>First Aid training</p>
Knowledge and Skills	<p>Able to carry out maintenance and other practical tasks, such as basic plumbing, decorating and deep cleaning</p> <p>Able to identify changes required to work routines and act upon them</p> <p>Able to deal with everyday problems and to identify which problems should be referred to supervisor</p> <p>Able to recognise and to deal with emergency situations</p> <p>Receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Excellent written and numeric skills</p> <p>Excellent ICT skills</p>	<p>Sufficient knowledge related to a range of council services and activities</p> <p>Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc.</p> <p>Ability to listen, observe and contribute to discussions as required for the role</p> <p>Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)</p>

Personal qualities	Strong work ethic and capacity for hard work Ability to relate well to colleagues and pupils Flexibility in approach to completion of work Ability to work under pressure and meet strict deadlines Generosity of spirit and a good sense of humour Ability to undertake work minimising disruption to others, ensuring tasks are carried through to completion	Knowledge and a genuine interest in educational issues and how they apply to this school
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All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, students and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in Section C of the school's Health and Safety Policy, copies of which are available from the Headteacher.