



Site Assistant

Job Description

'Striving to be the best version of ourselves every day'

Reports To:	Business Manager & Site Manager
Leads and Manages:	NA
Salary and Hours:	KR3 – 20 hours per week

Key Tasks and Responsibilities:

Under the guidance of the Site Manager and Business Manager, the Site Assistant is required to ensure the secure and efficient running of the school site and premises, providing maintenance, cleaning and site support where necessary.

There will also be occasional cover for site staff during particularly busy periods, annual leave and absence; this may include dealing with evening and weekend lettings of the school to external hirers.

Main Responsibilities

- Undertake appropriate repairs e.g. redecorating and fixing.
- Undertake repairs e.g. carpentry, plumbing, changing light bulbs, unblocking drains. To ensure that the general upkeep and maintenance of the premises is safe and fit for purpose.
- Organise and carry out improvement work.
- Under the direction of the Site Manager, carry out periodic testing of whole school safety systems i.e. fire, emergency lighting and portable appliances.
- In collaboration with the Site Manager, assist in the operation of a preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Lock/unlock school buildings and areas.
- Operate and respond to alarm systems where appropriate.
- Identify defects and record any repair and maintenance requirements, keeping the Site Manager and Business Manager informed.
- Collect and assemble waste for removal, including recycling.
- Undertake emergency & specialist cleaning tasks.
- Provide emergency access to the school site.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Create and maintain a safe, purposeful, orderly and productive working environment.
- Undertake safety audits of the premises including risk assessments as required by the Maintenance Manager.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Porterage duties e.g. deliveries, post, moving furniture and equipment etc.

- Assist in the operation of lettings system, ensuring that site safety is preserved during periods of hire.
- Support the Site Manager in monitoring and managing stock within an agreed budget, cataloguing resources & undertaking audits as required.
- To ensure good housekeeping of site equipment and materials.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in meetings as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Work flexibly when required.

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Person Specification



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	Essential	Desirable
Qualifications	<p>Experience in a similar role / handyperson or DIY skills</p> <p>Willingness to work flexibly when required.</p> <p>Willingness to work additional out of hours shifts, by negotiation.</p> <p>Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English.</p>	<p>Caretaking/site-keeping experience in a school or similar environment.</p> <p>Qualification in health and safety, fire prevention, IT user certificate (ie ECDL).</p>
Training		Any NVQ Course in plumbing, carpentry, electrical work etc.
Experience	Previous work in a practical "hands-on" role.	Previous experience in a school environment.
Knowledge & Skills	<p>Use of relevant equipment/ resources</p> <p>Knowledge of Health & Safety procedures and precautions</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p> <p>Willingness to develop knowledge of how to use ICT and other specialist equipment/resources</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles & responsibilities and your own position within these</p> <p>Ability to identify own training & development needs & cooperate with Line Manager to address these</p> <p>Team player but with the ability to work alone</p>	<p>Knowledge of relevant polices /codes of practice & awareness of relevant legislation.</p> <p>Knowledge of COSHH regulations.</p> <p>ICT literate.</p>

	Strong inter-personal skills Appropriate knowledge of first aid or willingness to attend course.	
Personal Qualities	Organised Dedicated Resilient Good time management A good sense of humour!	