



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

## JOB DESCRIPTION

<b>School Name:</b>	Parkwood Hall Co-operative Academy, Swanley
<b>Job Title:</b>	Site Assistant
<b>Reports To:</b>	Site Manager
<b>Salary</b>	£19,312 - £19,698 plus fringe allowance of £626
<b>Hours</b>	36 hours a week – varied pattern as per school needs All year round
<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p><b>Job purpose:</b></p> <p>To support the Site manager in the estate management programme for the trust including premises, facilities, health and safety, contract management and capital works. As well as run the school minibus trips for the pupils as needed to meet curriculum needs, approximately 20% of working hours.</p>	
<p><b><u>Key responsibilities</u></b></p> <ul style="list-style-type: none"><li>• To liaise with Site Manager on all weekly tasks, such as replenish toilet items, clear up drains/gullies as needed, supporting fire drills.</li><li>• Carry out minor maintenance projects around school as requested by the estate's manager and site manager.</li><li>• Carry out reactive works in case of accidents or emergencies as directed by estate and site manager</li><li>• Detect and report any H&amp;S concerns and defects</li><li>• Support with receiving deliveries and storage of items as needed</li><li>• Support to ensure site standard of cleanliness and hygiene is maintained during the day.</li></ul>	

- Promote and ensure the health and safety of pupils, staff and visitors at all times (in accordance with the appropriate health and safety legislation);
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person;
- Support the site team with operation of the fire alarm, security system, CCTV, lighting, heating, water testing and plumbing.
- Meet with and support contractors as needed to ensure the site maintenance runs smoothly
- Drive the school minibuses, for student trips as per the weekly rota during term time;
- Contribute to the overall ethos/work/aims of the school;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment.

### **General responsibilities**

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

### **Person Specification**

1. A professional qualification in building management (desirable)
2. Qualifications in Health & Safety e.g. IOSH or equivalent
3. Hold a valid and clean minibus driving license
4. Demonstrate a good command of the English Language
5. Ability to be able to communicate and liaise with a wide range of stakeholders
6. Good organisational skills and ability to prioritise workloads and set personal deadlines, together with the ability to show initiative and independence
7. Plan and work efficiently under pressure
8. Be willing to work some unsocial hours
9. Work effectively in a team environment
10. Establish and maintain a good working relationship with colleagues
11. A working knowledge of current IT and computer systems such as Microsoft Word and outlook
12. Be able to work around children in a friendly and patient manner

<b>General Information:</b>	
Equality of Opportunity	<ul style="list-style-type: none"> <li>As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any SLT of the school.</li> <li>Participating in the ongoing development, implementation and monitoring of the school plans.</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>Attend regular meetings as required and make a positive contribution during meetings</li> <li>To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice</li> <li>Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed</li> <li>Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</p>	

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_