



## **Site Assistant**

### **JOB DESCRIPTION**

**Working hours:** 37 hours per week. 52 weeks a year. Monday to Thursday 7:00am-15:00, Friday, 7:00am-14:30:pm

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade D (Points 5-6), **£23,500-£23,893**

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

- Carry forward the Aspirations Academies Trust vision
- Provide a safe environment for Students and Colleagues to learn and work within
- To maintain the high standards of building and décor for the Academy.
- Drive the consistent Aspirations Academies Trust wide focus on raising achievement and improving student outcome.
- Ensure the Aspirations framework is embodied in every aspect of the Academy
- Provide high quality care for all students
- Support and guide all students in their personal development

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### **Key duties :**

- Under the direction of the Academy Site Team/Facilities Manager, provide caretaking, building repair and maintenance, and cleaning services as required.
- To assist with procedures when emergencies arise, including any associated repairs.
- Assist in the programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.
- Liaison with external contractors whilst on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems.
- Report to the Site Team/Facilities Manager on alterations and repairs to buildings.
- Assist the Facilities Manager in completion of the annual maintenance plan and longer-term maintenance requirements.

- Support the day-to-day operational responsibility for all security activity within the Academy site.
- Attend site out of hours in accordance to 24hr call out rotas. Responding to alarms and other emergencies.
- Assist the Site Manager in managing occasional out-of-hours work on evenings and weekends.
- Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, water testing, plumbing and security systems.
- Detect and report any building defects, advising school management on any Health and Safety issues.
- Undertake any minor repairs and general maintenance.
- Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portage duties, including the distribution of items delivered to the school site.
- Ensure the school grounds remain tidy and the equipment is kept in good order. This will include cleaning external drains, gullies, litter picking and sweeping duties.
- Assist the Site Team/Facilities Manager in ordering/purchasing equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.
- Be aware of Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.
- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- The post holder will be a premises key holder for one or more AAT sites and responsible for timely openings in accordance with variable rota patterns. The post holder would also be expected to work at other AAT schools from time to time to cover any absences.
- Be able to work alone or as part of a team
- The ability to meet physical demands of the post which will require substantial activity around site that includes walking, standing, lifting, bending and operating cleaning equipment.

### **Other Duties**

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process

- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

### **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Candidates are required to give details of any convictions in the application process. Furthermore, appointment to this position is subject to submission of a certificate issued by the Disclosure and Barring Service that is considered satisfactory by the Trust.

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
GCSE grade C or higher in English and Mathematics		A
Appropriate First Aid Training		A
Willing to undertake any additional training as required	R	
<b>Experience</b>		
Experience of managing student behaviour	A	
Experience of working in a secondary school/ academy or other educational based background	A	
Experience of general maintenance of buildings / site, basic DIY/handyman, repair and decorating experience, cleaning and general portering experience	A	
An awareness and understanding of Health and Safety regulations	A	
Experience of prioritising workloads, time management and dealing with conflicting priorities	R	
<b>Skills, Abilities and Knowledge</b>		
Ability to build effective working relationships with pupils and adults	R	
Ability to keep accurate records.	R	
Conversant with a range of IT platforms and software inclusive of Google Drive and Office		R
Understanding of roles and responsibilities within the classroom and whole school context	R	
A passion for delivering work of a high standard	R	
Flexible approach and ability to prioritise short and long term tasks	R	
<b>Knowledge</b>		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	R	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	