

# St. James' Church of England Primary Academy



A member of THE DIOCESE OF CHICHESTER ACADEMY TRUST

The Diocese of Chichester Academy Trust, a company limited by guarantee.

Registered in England & Wales No. 09201845

Registered office: Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED

## JOB DESCRIPTION & PERSON SPECIFICATION

St James' CE Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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|-----------------------|---|
| <b>Job Title:</b>     | School Site Maintenance Assistant   |
| <b>Location:</b>      | St James' CE Primary Academy, Pokesdown Hill, Christchurch Road, Bournemouth, BH7 6DW |
| <b>Salary:</b>        | NJC Range SCP 2 - 4   |
| <b>Hours:</b>         | 10 hours per week   |
| <b>Contract type:</b> | Part-time, Term time only, Permanent  |
| <b>Reporting to:</b>  | Site Manager  |

## Main purpose

As a Site Maintenance Assistant, you will play a vital role in ensuring the smooth operation and upkeep of our primary school facilities. You will support the Site Manager in maintaining a safe, clean, and functional environment conducive to learning for students, teachers, and staff. This role requires a proactive, detail-oriented individual with sound problem-solving skills and a commitment to the well-being of our school community.

## Responsibilities

1. Identify maintenance needs and safety hazards and report to site manager.
2. Perform small repairs and DIY projects. E.g. hanging notice boards, maintaining fences, repairing toilet fixtures, adjusting door closers, etc.
3. Maintain cleanliness and orderliness of school premises, including classrooms, hallways, restrooms, and outdoor areas.
4. Carry out portage tasks including setting up and taking down equipment and furniture for lunchtimes, school events and activities.
5. Accompany and supervise contractors to ensure compliance with school safeguarding and H&S policies.
6. Promoting health and safety around the school and adhere to safety protocols and regulations, including the proper handling and disposal of hazardous materials.
7. Participate in training sessions and professional development opportunities to enhance job skills and knowledge
8. Be committed to the safeguarding and promotion of the welfare of children and young people
9. Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
10. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
11. Conduct grounds maintenance tasks and daily chores such as litter pick, bin emptying (as required).

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

| CRITERIA                     | QUALITIES  |
|------------------------------|--|
| <b>Qualifications</b>        | None required  |
| <b>Experience</b>            | <ul style="list-style-type: none"><li>➤ Caretaking</li><li>➤ Building maintenance</li><li>➤ Cleaning work</li><li>➤ Some DIY</li><li>➤ Working in a team</li></ul>   |
| <b>Skills and knowledge</b>  | <ul style="list-style-type: none"><li>➤ Good knowledge of health and safety regulations</li><li>➤ Ability to work flexibly, independently and as part of a team</li><li>➤ Basic DIY skills</li><li>➤ Ability to plan, organise and prioritise</li></ul>  |
| <b>Personal qualities</b>    | <ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li><li>➤ Able to work flexibly and out of school hours as required</li></ul> |
| <b>Physical requirements</b> | <ul style="list-style-type: none"><li>➤ Be reasonably fit to carry out the duties of the job</li><li>➤ Able to carry out some manual handling and lifting</li><li>➤ Able to carry out work at high levels using appropriate equipment</li></ul>  |

- This job description may be amended at any time in consultation with the postholder.
- If you don't have all of the experience listed above but are interested in applying, contact Simon Walden 01202 426696.

Last review date: 27 March 2024

Postholder's signature:

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Date:

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