

## Job Description **Site Assistant**

Responsible to:	Headteacher
Location:	St Luke's CE Primary school
Salary:	Grade 4, 6 – 9 (£25,183 - £26,409 FTE)
Hours:	0.6 FTE (22.2 hours, 3 days per week)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### **Overall Purpose**

- Be responsible for the day-to-day security, safety, cleanliness and general maintenance of the school site.
- Ensure that the school premises, including outside areas, are maintained in a clean and tidy condition that meets agreed standards.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **Main Duties**

- Ensure security of the site and its contents including the operating of alarm systems, key holding, and opening and closing tasks in accordance with school arrangements.
- Undertake routine maintenance of heating, drainage and water services, reporting faults to the appropriate person. Liaise with contractors as required regarding conservation of energy and current operation of systems.
- Undertake handyman tasks associated with the maintenance of the premises and site, including external hard surfaces, fixtures, fittings, furniture and equipment. Carry out regular inspections in accordance with the school's Health and Safety policy.
- Undertake portage duties including receipt and dispatch of goods, materials and waste, and any necessary storage and distribution.
- Replenish toilet requisites, including paper towels, soap, toilet paper etc. Report any faults in electrical appliances such as warm air dryers to the relevant school manager and undertake any necessary liaison with contractors.
- Carry out any designated cleaning and maintenance of allocated areas of the premises, including fixtures, fittings and equipment and any special cleaning and treatment of surfaces as required to an agreed standard.
- Undertake day-to-day care and maintenance of school cleaning equipment and machinery, and report faults.
- Be responsible for taking delivery of stores, goods and equipment and arrange storage or distribution as required.

- Arrange regular checks on the fire alarm system and fire extinguishers and report any problems arising.
- Act as a principal key holder and undertake the day-to-day operational responsibility for all security activity within the site. When available, be the first contact for the emergency services.
- Respond to emergencies such as floods, illegal entries and fires.
- Receive and direct visitors as and when required.
- Support the school management in identifying and resolving Health and Safety issues around the building and work in accordance with safe practice and Health and Safety legislation.
- Report any problems/incidents to the relevant school manager.
- Respect any and all confidential relationships.
- 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 and Coastal Learning Partnership; 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 statutory requirements.

### **Supervision and Management**

- The post holder will have no formal line management responsibilities for other staff, but may be required to provide some on-the-job training for new recruits. Some supervision of staff may be required, likely in the area of cleaning.
- The post holder is likely to have some responsibility for supervising the work of contractors.

### **Knowledge and Skills**

- No formal qualifications required.
- Experience and sound knowledge of buildings and associated trades is essential.
- The post holder must possess approved certificates in the use of specialist machinery.
- Relevant Manual Handling training, Control Of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

### **Creativity and Innovation**

- Identify and respond to any problems arising from machinery and equipment breakdowns, or other incidents occurring inside or outside school hours.
- Handyman duties will require creativity to mend, repair and build facilities for the school.
- Identify and resolve health and safety hazards on the school site.

### **Contacts and Relationships**

- Maintain regular contact with the Headteacher and relevant school manager to report on routine site management issues. Provide information to assist in making reports to the Governing Body. Work closely with the governor responsible for site management.
- The post holder may have contact with other staff members, pupils and parents when reporting on issues related to site management.
- Ensure that Health and Safety procedures are adhered to and contractors are aware of relevant school procedures.
- Maintain contact with CLP central colleagues and other external bodies as to site maintenance and inspections from outside agencies.

### Decision Making

- Decisions will be made on the best approach to routine handyperson work and on making recommendations on arrangements for repairs to be carried out as authorised by the Headteacher or relevant school manager within agreed school policies and procedures.
- Identify health and safety hazards and work with relevant school manager to ensure the health and safety of all site users.

### Resources

- Responsibility for resources such as cleaning materials and equipment used on a regular basis.
- Responsibility for safe storage of equipment.
- Principal key holder for call-out in case of emergencies.
- Overall responsibility for the site rests with the Headteacher.

### Working Environment

- Handyperson duties may result in working in dusty conditions with machinery and tools. In addition to normal cleaning duties and use of equipment such as buffing machines, some lifting may be required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
- Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including the cleaning up of bodily fluids.
- The post will require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

*The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or received appropriate training to carry out these duties. The post holder may be required to travel to other CLP schools and central offices.*

**Person Specification      Site Assistant**

Attributes	Criteria	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supervising staff or external contractors</li> <li>• Experience in a similar role or within the field of buildings and/or associated trades</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• COSHH certificate, or willingness to work towards</li> <li>• PAT testing qualification or equivalent experience, or willingness to work towards</li> <li>• A good standard of literacy, numeracy and IT skills</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to be flexible and use initiative</li> <li>• Ability to problem-solve</li> <li>• Ability to prioritise a varied workload and manage the work of others</li> <li>• Ability to undertake some liaison and negotiation with partners and outside providers</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety guidelines and good practice</li> <li>• Significant knowledge of site maintenance and improvements</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Desire to facilitate the smooth operation of the school</li> <li>• Commitment to ensure that the school site and buildings promote the safety and wellbeing of pupils and other staff, in accordance with Health and Safety legislation</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced CRB check</li> </ul>	Application form Interview References DBS process