



Magna Academy Poole

an Aspirations Academy

Site Assistant

Job Description

Main aspects of the role:

- 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.

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 decor for the Academy Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes
- 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

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
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

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.