

## Site Assistant

### Overview

#### Job Purpose

Supporting the Site Manager in maintaining the school site to provide a safe, clean, efficiently run environment for users of the school buildings and grounds.

### Main Duties

This job description indicates the range of duties involved is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

- Carry out security for the site, including key holder responsibility
- Ensure that the external areas of the school are clean and safe to use, including removing litter and leaves from school grounds
- Operate fire and intruder alarm systems
- Oversee external hirers, including room set up where required
- General maintenance, including painting and decorating, repairs to furniture, fixtures and fittings, minor plumbing & electrical tasks
- Regular checks and maintenance of drains and gullies
- Swimming Pool maintenance
- Grounds maintenance
- Drive minibus for collection/drop-off of pupils
- Liaison with on-site contractors
- Some cleaning duties, including cleaning up of bodily fluids from time to time
- Moving furniture and equipment to set up for school events and functions
- Porterage parcels and equipment around the school
- Control traffic on school premises especially during drop off and pick up times, as required
- Carry out regular Health and Safety and building inspections and maintain records of these
- Application of the school policies and legal requirements regarding health and safety, risk assessments etc.
- To be pro-active in approach to ensure that the school operates in a safe and efficient manner

### Other

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To engage actively in the Performance Development Review process

- Make a positive contribution to the wider life and ethos of the school
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Any other duties as reasonably requested by the Site Manager

### Person Specification

#### Qualifications

<ul style="list-style-type: none"> <li>• A full clean driving licence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Manual handling (training provided)</li> <li>• Pool plant operator certificate (training provided)</li> <li>• First aid certificate (training provided)</li> </ul>	Desirable

#### Experience/Knowledge

<ul style="list-style-type: none"> <li>• <b>Microsoft 365 (Basic knowledge)</b></li> <li>• General maintenance skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Prior experience of working as a caretaker or similar maintenance role</li> <li>• Good working knowledge of Health &amp; Safety</li> <li>• Trade skill</li> </ul>	Desirable

#### Skills and Personal Attributes

- Practical skills to undertake maintenance and repairs around the school
- Ability to work as part of a team and on own initiative and with resilience
- Good oral and written English skills
- Ability to communicate confidently and professionally with pupils, staff & parents
- Excellent organisational skills
- Attention to detail
- Flexible approach to work with the ability to re-prioritise as demands vary
- A commitment to safeguarding and promoting the welfare of children and young people
- Understanding of Data Protection and confidentiality
- Flexible working hours with occasional late evenings
- Physical ability to lift, carry, operate equipment etc
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Appropriate levels of personal presentation (uniform provided)

**All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.**