

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

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

Experience/Knowledge

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| <ul style="list-style-type: none"> • Microsoft 365 (Basic knowledge) • General maintenance skills | Essential |
| <ul style="list-style-type: none"> • Prior experience of working as a caretaker or similar maintenance role • Good working knowledge of Health & Safety • Trade skill | 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 safeguarding checks including an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), shortlisted candidates will be subject to an online check.