



ST MARYS SCHOOL

JOB DESCRIPTION

POST: Site Assistant

LINE MANAGER: Site Manager

GENERAL DESCRIPTION OF POST:

The Site Assistant shall provide an efficient, effective, healthy and safe range of Site Management Services. This will include responsibility for the proper cleaning, monitoring of cleaning standards, maintenance and security of the School premises and facilities and any other duties arising from the use of the premises.

Reporting directly to the Site Manager and to the Senior Management Team of the School.

WORKING HOURS:

Up to 40 hours per week. Holidays in accordance with school's pay and conditions. To be taken when coordinated with other members of site team and authorised by Senior Manager to ensure cover at all times.

MAIN DUTIES OF POST:

1. SECURITY OF PREMISES

Ensuring that overall site security is maintained and that the buildings are available for authorised use. Buildings must be checked on a regular basis: Doors/ Windows/ Alarm systems

2. MAINTENANCE OF SITE

Site team MUST be vigilant and ensure that any damage or potentially dangerous issues are identified and dealt with immediately. If they are unable to affect repairs they should make the area safe including cordoning it off and using suitable warning signs, so that students, staff and the public are not at risk. Under authorisation from School Bursar external contractors may be engaged and site team must supervise to ensure that works completed to appropriate standard. To undertake all minor repairs and maintenance work to an agreed standard, to monitor all areas to be proactive in repairs, cleanliness, tidiness and maintaining the school to a safe level.

3. SAFEGUARDING OF PUPILS

No contractors or other persons should be allowed on site unsupervised during the school day. Only in exceptional circumstances should contractors be in school during term time and they must be supervised by Site Team. The School Bursar / Site Manager have a list of approved contractors who should be used should the need arise.

4. CLEANING OF THE PREMISES

To communicate with Contract Cleaners any issues, to make sure all areas of the School are cleaned to a high and accepted standard, report to Reception any areas of concern. The Site Team will also carry out their own cleaning as per the School's instructions and within any areas as requested, Site team must monitor all areas during the day, and make sure all areas are cleaned and sanitised.

The Site Team is also responsible for ensuring that the outside areas are maintained including weekly cleaning / Leaf clearing/ all pathways and drives/ Litter is to be picked up during the day and litter bins regularly emptied.

All toilet areas are to be checked regularly each day: hand soap / towels and to check for any damage or wear and tear

5. CLERICAL DUTIES

The Site Team will be expected to undertake some clerical duties in relation to the work they are performing, weekly outline reports to their Line Manager who will then report to the appropriate department.

6. MISCELLANEOUS DUTIES

The Site Team will be expected to assist with portering duties and undertake other general miscellaneous duties, moving all deliveries to the designated person or department, or into general storage.

The Site Team will undertake duties to ensure the smooth running of the school in the event of the onsite caretaker being unavailable due to sickness or absence.

The Site Team will carry out any reasonable instructions given by the Line Manager, the Headteacher or member of the SLT so as to allow for the efficient running of the school.

RESPONSIBILITIES OF SITE ASSISTANT

These include the following but are not exhaustive

- Ensure that all repairs requested by staff or noticed by site team are logged and actioned. If external contractors needed this must be approved by the School Bursar and purchase order raised.
- Ensure all firefighting equipment: Extinguishers / Fire Doors are checked weekly and remain fully operational. Report any defects to Site Manager
- Site security including opening/closing routines and alarm setting. This may include securing site after evening and weekend lettings if requested to do so.
- On site Caretaker will usually have responsibility for securing and opening the School site
- Portering duties – ensure that all deliveries are removed promptly from reception that day and distributed as directed by the Admin Office.
- Set up halls and other areas for events, assemblies, public examinations and other events as directed.
- The onsite Caretaker has responsibility for the Maintenance and servicing the school minibus fleet ensure that it is safe and diesel, oil and water are full. Ensure that staff are recording usage in the vehicle logbook and the vehicle is clean and tidy between trips.
- When requested to attend School functions to assist when required, if this is out of hours or weekend working, time off in lieu will be allocated and must be authorised first.

- Each day the school must be monitored for defects and repairs and all reported issues acted upon
- Ensuring site is clean and safe for staff and students including all toilets fully stocked and clean throughout the school day.
- Ensure that Health and Safety is maintained in all aspects for which they have responsibility.

The Site Assistant will be trained in all aspects of Buildings and Site Management, Health & Safety, Risk Assessment and Contractor Management, if applicable and under instruction and guidance.

- Participate in the school's performance management and appraisal arrangements
- **The duties of the post may vary from time to time without changing the general character of the duties, or the level of the responsibilities involved.**

PERSON SPECIFICATION – Site Facilities Assistant

Key skills and attributes	Essential	Desirable
Right to work in the UK	✓	
This post is subject to an enhanced Disclosure and Barred Service check, which the school will arrange. The postholder may not commence at the school until results are confirmed.	✓	
Commitment to the safeguarding and welfare of all students		✓
Demonstrates they have a genuine reason/desire for working with children		✓
Personal fitness, stamina and energy including a good attendance record		✓
Can demonstrate in a series of practical exercises that they have all the necessary attributes to complete a range of manual tasks including setting up chairs in hall; portorage and cleaning duties		✓
Well organised; able to prioritise conflicting tasks		✓
Works well under pressure; can demonstrate with examples		✓
Relevant work experience.		✓
Confident undertaking basic repairs around the school site with relevant personal experience.		✓
Willingness to learn and understand Health & Safety regulations in the workplace		✓
Willing to train in all school aspects, such as COSHH, Manual Handling, Working at Height		✓
Able to identify issues and remedy without direction from Site Manager in a timely manner		✓
Motivated, self-starter who can work with minimal direction		✓
Able to follow instructions and complete tasks to highest standard		✓
Follows procedures and policies		✓

Listens well, communicates clearly and fluently with children		✓
Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities		✓
Experience of working in a school environment		✓
Clean driving licence. Willing to drive school minibus after appropriate training/tests, if requested		✓