

# Job Description

<b>Post Title:</b>	<b>SITE ASSISTANT (Primary)</b>	<b>Grade:</b>	BEX 04
<b>Department:</b>	Dulverton Primary School	<b>Post Holder:</b>	
<b>Responsible to:</b>	Head Teacher		
<b>Hours:</b>	24 hours per week, 52 weeks a year 11.00 am to 4.00 pm (Mon - Thurs) and 12.00 noon to 4.00 pm (Fridays)		
<b>Functional links with:</b>	Governors, Teaching Staff, Pupils, Contractors, Suppliers, School Office Staff, LA Staff, Building Consultants, Lettings Organisers		

## Main purpose of the job:

- Assists with the maintenance, security and cleanliness of the school premises and site.
- Represents the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site.
- Assists with the responsibility of the school premises when they are used for external lettings.

## Major Duties and Responsibilities:

1. Carry out security operations of the premises including buildings, grounds, cleaning equipment, heating plant, primary key holder, locking and unlocking, security alarms, fire, flood, trespass and burglary ensuring procedures are in place.
2. Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners.
3. Operate the heating and other systems
4. Move stores, furniture, milk, laundry and rubbish etc.
5. Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors and log all repairs.
6. Assist with lettings including enquiries, bookings, payments, caretaking cover, damage and maintaining a high profile during events.

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7. Oversee work to ensure high standards of cleanliness.
8. Ensure that Health and Safety procedures are followed especially by contractors working on site in respect of their own, staff and pupils safety, such as following asbestos guidance; safe use of ladders; use of tools in the school working day.
9. Emergency cleaning necessary outside the cleaner's hours, including the clearance of spills of bodily fluids using safe methods for cleaning.
10. Assist with managing the site during the closed periods, including assisting with organising works to be done during this time.
11. Assist with the payment of money into the bank up to the value of £500.
12. Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed.
13. Assist with ensuring caretaking cover for school events such as governors meetings or friends association, etc.
14. Assist with managing traffic movement on the school site, organising the separation of vehicles and people, ensuring the safety of pupils.
15. Assist with the liaison with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time to budget.
16. Nominated key holder
17. Other duties as appropriate to the grade and as requested by the Headteacher / SLT, School Business Manager or Site Manager.

#### **Resources:**

- Security of whole premises including building, grounds, learning equipment, heating plant etc.
- Nominated key holder.

#### **Job Activities:**

- A wide range of practical skills and creativity exercised in making minor and temporary repairs.
- Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and other visitors to the site.
- Makes judgements and assists with recommending priorities and strategies for the upkeep of the premises and grounds.
- Uses written and numerate skills in assisting with budget management, documentation of contracts, reports for head teacher and Governors etc.
- Carries out hard physical work in external and sometimes unpleasant environment.

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b> <b>Site Manager</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	