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**Job  
Description**

# Windsor High School and Sixth Form

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## Site Assistant

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### Scale 2

Permanent, full time (37 hours), all year round

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### Key Function

As part of the Site Management Team you will undertake all duties associated with security and maintenance of the whole school site, buildings and grounds. You will participate in the site team rotating shift pattern that involves working five days out of six to cover site opening times.

### Main Duties

#### Site Maintenance

- To undertake day to day internal and external maintenance and improvement work as required.
- Daily opening and closing of the school site and buildings – ensuring the site is safe and secure.
- To undertake site improvement works as required, including painting and decorating and small build works.
- To fix/install notice boards, shelving, replace light fittings, repair water leaks, unblock drains, etc.
- To respond promptly to all site emergency calls.
- Move and re-locate furniture.
- To undertake portage duties as required.
- To set/layout rooms for exams, meetings, parents evenings and events etc.
- To assist as required with ensuring the site is clean and tidy.
- To participate in the “on-call” rota for alarm call outs (out of hours) acting as a nominated key holder.
- To provide cover as required for the daily opening and closing of the School buildings.
- To participate in undertaking small build project improvement works eg. Classroom/office conversions and refurbishment.
- Cleaning and maintenance of associated building equipment and machinery.
- Any other duties that may reasonably be required.

#### Grounds Maintenance

- General maintenance of school grounds, including hard play areas, the school playing field, astro-turf pitch, and garden areas.

- To ensure all areas of the school grounds are cleared of litter on a daily basis, and all litter and refuse bins are emptied.
- To assist with marking and setting out sports pitches and facilities as required.
- To ensure the school perimeter fencing is kept secure, including the repair and maintenance of fencing and gates as appropriate.
- To support the School's lettings policy by ensuring that the facilities and equipment hired out are of a high standard, and to support out of hours opening and closing of the premises for lettings and other school activities. This requires working some Sundays.
- To undertake general garden maintenance, including planting floral displays and organising floral displays for the front entrance of the school.
- Clearing snow and leaves – and to be on emergency call out for snow clearing.
- Cleaning and maintenance of associated grounds equipment and machinery.
- Repair and installation of fixtures and fittings that complement the school's grounds such as benches and external signs etc.

The appointee will demonstrate high quality levels of organisation and commitment along with good IT skills and professional telephone manner. As there will be a great deal of interaction, high level interpersonal skills and the ability to work under pressure as part of a team will be required.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

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|------------------------------|--------------|
| <b>To whom responsible</b>   | Site Manager |
| <b>Line managed by</b>       | Site Manager |
| <b>Signature of Employee</b> |              |
| <b>Print name</b>            |              |
| <b>Date</b>                  |              |

**This job description may be amended at any time by agreement.**