

Site Assistant
Aureus School - Job Description

Job Title:	Site Assistant	Job Reference:	
Location:	Aureus School, Didcot	Travel required:	
Salary Range:		Date Posted:	
Core purpose:			
<ul style="list-style-type: none"> To support the Site Manager in all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, suggested improvements, and to carry out pre-planned maintenance programmes. 			
Site Assistant:			
<ul style="list-style-type: none"> To support the Site Manager on an ad hoc basis in all aspects of school maintenance Oversee and maintain the quality of the school's facilities and equipment Ensure that regular maintenance regimes and safety checks are carried out on the school's equipment and sports surfaces, including the Sports Hall and outdoor PE areas Liaise with grounds maintenance contractors and suppliers as required to ensure that facilities meet the needs of the school and its community users To be responsible for the health & safety of the site To undertake repairs and DIY projects To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to Provide support for school meetings and events including setting up of furniture, equipment and hospitality Contribute to the planning, development and organisation of the support service systems, procedures and policies To respond to any urgent requests relating to cleaning of the school In conjunction with the Site Manager monitor the day to day maintenance and repair budget and the cleaning materials and advise on a rolling programme of redecoration/refurbishment To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate To instruct and supervise the gardening contractor ensuring the school grounds are maintained to agreed standard Promptly and accurately report any defects or hazards identified in the school premises and equipment. Evening/weekend/school holiday working will be required as part of this role 			

Security:

- Working with the Site Manager be responsible for the security of the premises, liaising with external services as necessary
- Work with the Site Manager to ensure the security of the premises outside normal school hours with regard to locking and unlocking and any additional cleaning, setting security alarm systems, carrying out security checks, and monitoring CCTV as required.
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems, car park barriers, gates and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the SBM/Headteacher on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

Health and Safety:

- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns appropriately
- To monitor the site to ensure that the Health and Safety Guidance is adhered to and establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed
- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

First Aid:

- Train as a key First Aider within the school
- Provide First Aid treatment for staff, students and visitors as necessary
- Manage the stock of First Aid supplies and consumables
- Log all accidents and injuries using the appropriate system

Lettings/Third Party use

- To support the Community Lettings Manager by providing a responsive and helpful service to all third party users of the school's facilities, ensuring high standards of customer care at all times
- Assist with the set-up of furniture, equipment and facilities in preparation for third party use as needed

- Unlock / lock the school site and relevant facilities and buildings required for third party use
- Provide assistance as requested to pack away any furniture and equipment at the end of the booking and ensure that all facilities are ready for use by the school
- Ensure that the facilities and site are safe, tidy and secure at the end of third party use
- Work with the Site Manager to ensure the security of the premises outside normal working hours with regard to locking and unlocking and any additional cleaning, setting security alarm systems, carrying out security checks and responding to emergency call outs
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment

Accountable to:

- Site Manager

Safeguarding:

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.

Wellbeing:

- We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

Diversity:

- We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Flexibility:

- We are open to applications from those seeking flexible roles including zero hours contracts, part time, and job share responsibilities.