

JOB DESCRIPTION

POST: SITE ASSISTANT



Purpose

The post holder will be required to achieve a quality caretaking service by using established standards, procedures and safe working methods that provide a clean, hygienic, safe and pleasant environment for staff, scholars and visitors to work in or visit.

The post holder is directly responsible to the Site Manager.

Main Duties and Responsibilities

- Key holder responsible for securing the Academy.
- Collection of recycling paper and confidential waste.
- Unlocking and re-locking bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- Empty internal communal rubbish bins daily and work with scholars on recycling initiatives.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls (this list is not exhaustive, but an example).
- Appropriate painting and redecoration.
- General portage duties and moving of furniture.
- Assisting teaching staff with simple tasks as requested.
- The heating and other general services of the academy under the direction of the Site Manager.
- Minor repairs to the fabric, fixtures, fittings and furniture of the building(s).
- The manual handling of furniture for the set up of functions such as parent evenings and scholar/parent events.
- Traffic management at the start and end of the school day ensuring scholars arrive/leave the building safely and that traffic/parked cars are not causing any obstructions or hazards to pedestrians.
- Be responsible for your own equipment and materials, this will include safety checking, cleaning and correct storage of the equipment and materials after use. The post holder must report and remove damage/repairs required to cleaning equipment/tools and the fabric of the building immediately to the Site Manager.
- Be responsible for the security of equipment, materials and cleaning storerooms.
- Any other duties as requested by Line Manager or SLT.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.