



Langdon Academy

Site Assistant – Scale 2-4

Job Description

Reports to: Premises Manager

Job role: Under the direction of the Premises Manager to assist in ensuring the Academy site and facilities are maintained, secure, safe and clean (buildings, grounds, landscape and facilities).

Principal Duties

- To assist in the planned and ad hoc maintenance and upkeep of the premises, the buildings, their non-curricular contents and the grounds.
- To undertake the direct repair of fabric, services and fittings within recognised competence levels, including painting, lock repairs and replacement, equipment repairs, glazing safety repairs and general holding repairs; collecting materials from suppliers to facilitate repairs.
- Under the direction of the Premises/Deputy Premises Manager, conducting health & safety monitoring and compliance checks, and taking appropriate action where necessary to ensure premises are fit for purpose and safe. This covers basic health & safety principles such as making safe doors etc, but also applies to: ensuring the maintenance of fire and other safety equipment of first aid and emergency equipment; ensuring the safe storage of any potentially harmful materials; ensuring that there is appropriate and effective signposting; performing basic tasks in accordance with the academy's legionella, gas safety policies etc.
- Opening up and locking up the school premises; to undertake site checks and ensure that the building is kept secure at all times.
- Performing stock takes; cataloguing equipment (asset tagging) and assisting in the creation and maintenance of a school asset register.
- As directed and guided by the Premises\Deputy Premises Manager, to conduct tasks identified in maintaining a programme of Planned Preventative Maintenance (PPM) in relation to mechanical, electrical, building and grounds maintenance, portorage; to ensure the movement of furniture, supplies, etc., where required.
- Dealing with staff and contractor enquiries; facilitating access to the site by authorised persons.
- Facilitating the lettings operation and dealing with relevant enquiries
- To ensure that the grounds, including the grass, beds and general areas are maintained to a high standard
- Line-marking for pitches, tracks etc.

- Installing benching, fencing and other similar constructions.
- Emergency cleaning and litter picking
- To attend training in order to be able to competently carry out the above duties
- To work on own initiative, particularly during school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises/site; to provide appropriate information to line management and other school staff as required

General duties and responsibilities

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the Main Responsibilities of the job.
- To keep the Premises Manager and other relevant Senior staff fully informed of all matters that they are involved in and initiatives they undertake
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days
- To take an active role in own professional development in line with performance management objectives
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code
- To actively promote the achievement of a smoke free Trust.
- To actively support Trust Initiatives.
- To undertake first aid training and act as a school first aider, as and when needed