



Heathside Walton-on-Thames Job Description

Job Title	Full-Time Site Assistant	Grade	ElmWey Pay 4
Department	Site & Facilities	Hours	M-F 36 hours per week
Reports To	Site & Facilities Manager	Weeks	39.4 weeks or 52 Weeks

JOB PURPOSE

Assist the Site team in providing maintenance, security, cleaning, moving deliveries, furniture and equipment and provide support to the wider school team, liaising and assisting community users with lettings, ensuring the school facilities and buildings operate efficiently and are clean, safe, secure and well-maintained at all times.

MAIN DUTIES AND RESPONSIBILITIES

Site Support

- Assist with cleaning, clearing, and litter picking of external areas, emptying bins, ensuring the site is clean, safe and well presented at all times.
- Assist with setting out of furniture for assemblies, break times and special events in an expedient and timely manner.
- Assist with moving furniture and equipment during office moves, building projects etc.
- Assist with receiving and checking deliveries, notifying discrepancies to the Finance Office.
- Responsible for safe storage and distribution of deliveries to departments efficiently.
- Regular inspection of staff and student toilets and cleaning of staffroom ensuring replenishment of consumables i.e., cleaning and hygiene supplies, cleaning food areas and loading/unloading of dishwasher, coffee machines etc.
- Assist with health and safety checks, including ensuring corridors and evacuation routes are clear, portable appliance checks, alarm testing, water safety control measures.
- Carry out emergency cleaning, graffiti and chewing gum removal, including bodily fluids i.e. as a result of accident, sickness and vandalism etc.
- Daily external and internal checks, report defects, maintenance or security issues using online system and assist with minor repairs and maintenance as directed.
- Drive the school minibus and hired vans to transport students, staff or equipment as required.
- Ensuring site is left safe and secure each day, checking all windows and all exit doors and ensuring appliances and equipment is switched off, acting as a key holder and liaising with security and emergency services to resolve alarm issues.
- Provide cover when the site manager is on leave including opening the site and performing opening checks, setting, and unsetting alarms as required.

Weekend Lettings

- Open and close the site ensuring security of buildings and safe use of site throughout each let.
- Inspect all areas to be let before and after each let, preparing each area according to the requirements of the let i.e., moving furniture, preparing hospitality requirements, cleaning ensuring the area is ready for use by both the hirer and the school after the let.
- Meet and greet hirers, directing them and ensuring their needs are met throughout the let. Monitor the lettings programme and liaise with the Site Manager and Finance department on forthcoming bookings.
- Ensure all hirers are given contact details, emergency procedures and safety briefings prior to the commencement of each let, ensuring all incidents, accidents and near misses are reported to the main office and recorded in the accident reporting system.
- Throughout the let ensure that the site remains safe and that users of the site do not gain access to unauthorised areas
- Ensure that all facilities including toilets are maintained in a clean and hygienic condition before, during and after the letting ensuring consumables are always replenished and available.

- Carry basic repairs, graffiti and chewing gum removal and decorating activities as required by the site manager as the let progresses.

Other Duties:

- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being.
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Follow requests from Management in a prompt and efficient manner.
- Work proactively with colleagues to streamline and improve procedures and processes.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core value of 'Respect'. All staff are expected to be committed to this ethos in everything they do and avoid any action that may be detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role may be assigned to an individual school, however, you may be assigned to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems and confidentiality and data protection must be maintained at all times.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies regarding professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they encounter, such as members of the public, in premises or sites controlled by the Trust.
- To ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description and personal specification is current at the date issues but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and the title of the post. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

"ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience Minimum of 2 years experience in similar role Working with people at all levels both internally and externally Delivery to tight deadlines	E E E		App/Int App/Int App/Int
Skills, knowledge and abilities Excellent organisational skills Good interpersonal and communication skills Ability to manage own workload and prioritise tasks to deadlines Able to work well under pressure and adapt to changing requirements Able to demonstrate decision making skills and to give advice Meticulous attention to detail & maintain high level of accuracy Able to work on own initiative and under direction Able to learn new skills and processes quickly Able to evaluate learning needs & seek opportunities to address Good awareness and understanding of health and safety requirements Able to perform range of maintenance tasks	E E E E E E E E E E E		App/Int App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Qualifications and Training Good standard of education or workplace training First Aid at work certificate or be willing to train Full, clean driving license	E E E	D	App App App
Personal attributes Clean and tidy appearance Ability to use range of tools, move and lift heavy and bulky objects Flexible, hard-working efficient and highly organised Sensitive, loyal and discreet with awareness of confidentiality requirements Positive, self-motivated and committed with a can do approach to work A team player possessing a good sense of humour and a friendly manner	E E E E E E		Int/Ref App/Int App/Int Int/Ref Int/Ref Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	