

JOB DESCRIPTION

POST TITLE:	Site Assistant
RESPONSIBLE TO:	Senior Site Supervisor
SALARY:	SCP 12 to SCP 15, equivalent to £24,496 to £27,603 FTE
WORKING PATTERNS:	Full Time (40 hours per week)
CLOSING DATE:	Wednesday 30 th August 2023
INTERVIEW DATE:	Friday 1 st September 2023 (TBC)
START DATE:	As soon as possible

Job Purpose

To provide efficient and effective facilities support to BOA Creative Academy, ensuring that general appearance and repairs to the building and grounds are maintained in accordance with the required standards, and to support the Academy staff in the smooth operation of the building.

Duties and Responsibilities

Health and safety/Security

- To carry out weekly and monthly checks such as fire alarm tests and legionella management including maintaining appropriate records.
- Undertake risk assessments and COSHH procedures as appropriate, with the support of the Head of Estates and Facilities.
- To open and close the building on occasion as required, and set alarms.
- To deal with Fire alarm activations as required, and to assist with planned evacuations.
- To compile reports of incidents and accidents that may occur during the shift.
- To report emergencies in the case of faults with gas, electric and water supply to the Head of Estates as a matter of urgency.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

Maintenance and Repair

- Painting and Decorating
 - The cleaning and decorating areas that may be affected by graffiti.
 - Making good paint work e.g. touching up scratch damage.
 - To undertake repairs, projects and redecoration tasks as appropriate.
 - To be able to undertake a schedule of refurbishment, operating to the required standard within set time scales.

- Joinery
 - First line maintenance of fixtures and fittings.
 - Minor repairs as a temporary measure after break-ins, vandalism etc.
 - Minor repairs to fixtures and fittings such as replacing locks and door furniture.
 - Minor repairs to furniture, replacing doors, and window catches.
 - Minor improvements such as the erection of small shelves, display and notice boards.
 - Advise and/or undertake, where appropriate, renovation projects.
- Plumbing
 - Isolation or emergency repair to leaks or burst pipes
 - Removal of spillages and resultant stains from floors and other surfaces.
 - Unblocking sinks, traps and waste pipes.
 - Replacing washers and making required adjustments to taps.
 - Basic repairs to water and drainage pipework as required.
 - To carry out preventative maintenance and ensure that gullies, drains etc. are kept free from debris.
- Electrical
 - Change Light tubes, bulbs as required.
 - Reset power distribution fuses as required.
 - Change plugs as required.
 - Make safe damaged electrical equipment, isolate or remove as required.

General Duties

- To undertake portage tasks as required, including setting up and clearing away furniture, taking in deliveries and assisting theatre staff with moving large or heavy items.
- To act as a first aider as required.
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.
- To supervise maintenance contractors, and ensure that they complete the required log books and provide BOA Group with the work sheets for the services undertaken.
- To collect petty cash or float change from the local bank as required.
- Ensure that the Academy buildings are not wasteful in the use of Gas, Electricity or Water utilities.
- Promote the Group's ethos in waste management and recycling.
- To be responsible for ensuring safe and clear pedestrian access to the Academy particularly in adverse weather conditions e.g. snow clearing, gritting.
- To provide excellent customer service skills to all building users.
- Any other appropriate tasks as requested by your line manager.

Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Head of Estates and Facilities
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals.
- To undertake any other duties commensurate with the grade, deemed necessary at a particular time to ensure the smooth running of the Academy.
- To adhere to the ethos of BOA Group:
 - to promote the agreed vision and aims of the Academy.
 - to set an example of personal integrity and professionalism.
 - to attend and participate in relevant meetings as required.

FURTHER PARTICULARS

We are a growing multi academy trust operating specialist academies and a theatre, working in partnership with the Ormiston Trust and Birmingham City University to offer exciting and unique educational pathways for learners with interests in performing arts and digital technologies.

About the BOA Group

BOA Creative, Digital & Performing Arts - a digital and performing arts academy for learners aged 14-19. Opened in September 2011 on a brand new and purpose-built site with superb facilities for academic, vocational and extra-curricular activities. Rated good in every category by OFSTED and with continual outstanding results, students at BOA Creative have the opportunity to individualise their learning pathway, following performance, production and creativity routes.

BOA Stage and Screen Production - a production and broadcast technologies academy for learners aged 16-19. Opened in the Jewellery Quarter in 2021, BOA Stage and Screen provides an industry lead curriculum for young people in both existing and emerging production techniques and broadcast technologies. Working in close collaboration with our creative and industry partners to develop and deliver specialist programmes of study, students learn the skills they need to join the very best production houses all over the world.

BOA Digital Technologies – an academy for 11–18-year-old learners passionate about digital technologies, which opens for the first time in September 2022. BOA Digital Technologies will deliver a specialist education in creative and digital technologies, maximising future opportunities for all students working closely with the industry to ensure that we address the growing demand for digital level skills now and in the future.

The Old Rep Theatre - the BOA Group operates the Old Rep Theatre in Birmingham City Centre. In addition to a competitive programme of secular events, students across the group are involved in shows; performing, stage management, set design, front of house, costume and make up, providing the opportunity to work alongside industry experts in a professional setting. The Old Rep Theatre gives students a unique experience to set them apart from others.

Our academies are regional and admit students from across Birmingham, the Black Country (including Dudley, Sandwell, Walsall and Wolverhampton) as well as from Coventry and Solihull. Please see the individual academies websites for further information and admissions policies.

We aim to inspire our students to “Imagine Everything” and ensure they leave us with the qualifications, technical knowledge and employability skills they require for the next stage of their lives.

Please do explore our individual websites for more details and information.

The Role

We are looking for a different kind of Site Supervisor who wants to be at the cutting edge of teaching and learning, working differently alongside employer partners and a team of outstanding teachers, governors, parents and students. We are bringing the curriculum to life with an innovative approach using real life business problem-solving skills and embracing business-like learning behaviours.

The Group believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

For more information, please contact Ethan Harries, Group Operations Consultant, via email to ethan.harries@boa-group.co.uk who will be happy to help.