

JOB DESCRIPTION

Post title:	Site Assistant
Grade/salary:	Grade 3.1 – 3.3
Reports to:	Site/Premises Manager
Responsible to:	Estates Manager
Position:	Full Time/Term Time only

PURPOSE OF THE POST

To provide a professional and proactive service ensuring the academy operates efficiently for the benefit of the staff and students.

Under the direction and instruction of the Site/Premises Manager in conjunction with the Trusts Estates Managers (and own initiative), undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of the academy site and premises thereby ensuring a safe working environment.

Liaise and co-ordinate day-day activities with the business manager at the academy.

Be involved in the day/day Health and Safety of the site and monitor and record tests and activities as directed by the Site/Premises Manager

MAIN DUTIES AND RESPONSIBILITIES

- Key holder duties, responsible for opening/locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism
- Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, equipment, heaters, etc. are cleaned and maintained with any faults being reported
- Giving adequate supervision to cleaning staff where applicable. Maintaining records of attendance, timesheets, leave, etc.
- Cleaning of the building when required
- Carrying out portage duties and setting out furniture as and when required
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
- In cases of emergency outside the working week e.g. intruders, fire, floods, etc. be required to attend for such as required
- Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
- To undertake minor repairs as required
- Dealing with matters concerning building maintenance and general site issues, including arranging for quotes from contractors, managing small works
- Liaison and supervision of contractors on site, including ensuring log books are signed and site procedures are adhered to
- Assist with legionella testing & monitoring

- Assist with monitoring and recording the condition of asbestos
- Assist with the Fire Risk Assessment, evacuation plans and procedures and testing of equipment
- Assist in recording and monitoring of H&S/Compliance matters within the estates database
- Ability to work flexibly at other sites as and when required to provide support/cover

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good literacy & numeracy skills gained from general education	✓		Application form
Previous experience of a similar role	✓		
Health and Safety regulations, NEBOSH general certificate or similar		✓	
Experience, knowledge and understanding			
Experience of undertaking maintenance tasks, arranging for quotes from sub-contractors and supervising small works	✓		Application form / Interview / Portfolio of work / References
Knowledge of a range of procedures for the maintenance and repair of premises and sites	✓		
The importance of Health & Safety, and good practice in relation to cleaning/caretaking	✓		
Knowledge of COSHH regulations		✓	
Supervision of cleaning staff/contractors		✓	
Ability to deal with emergencies and problems in a positive and systematic manner	✓		
IT literate and knowledge of estate management data systems		✓	
Personal attributes and qualities			
Confident, honest, trustworthy and reliable	✓		Interview
Ability to solve problems within area of work/knowledge	✓		
Ability to work effectively and supportively within a team	✓		
Ability to work on your own initiative, set priorities and ensure work is planned and undertaken effectively	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		