

Ely College Site Assistant JOB DESCRIPTION

Scale:	Scale 3 Point 5 to 6 £19,312 to £19,698
Hours:	Variable depending on size of school (shift pattern in place). To work early morning/evening on an agreed working rota with occasional weekend or cover work.
Weeks:	52 weeks per year
Responsible to:	Site Manager

ROLE	To ensure the site and premises are safe, secure and well-maintained.
Purpose of the job:	To work on multiple sites within the Ely estate in line with Academy needs including out of hours if needed (Ely College, Lantern and Downham). To provide a “handyperson” service in response to smaller, in-house maintenance and repair requirements. To act as a key holder out of hours.

Specific Duties

1. To ensure that the site, buildings, their contents and the grounds are opened each day and secured at the end of each day, including arming/disarming the security system. Provide access to the site in an emergency when needed. Prevent/deter any unauthorised access.
2. Maintain constant awareness of the condition of the buildings and assets and carry out maintenance and first line repairs within the scope of a competent handyperson in a timely manner, reporting any repairs outside your capability so other arrangements can be made.
3. To ensure the sites, building and contents are secure, maintained, clean and compliant with Health & Safety legislation.
4. Porterage duties as required, including taking delivery of goods, storing or moving items, laying out furniture for assemblies, lunch, examinations and other timetabled activities including any external lease arrangements outside of normal school hours.
5. Maintain good housekeeping around the sites, ensuring areas are clear of litter and excess dirt and rubbish. Emptying litter bins and disposal of rubbish. Clearing leaves & snow, gritting as needed. To take waste sacks to the skips when required and inform the Site Manager when the skips need to be emptied.
6. Ensure the servicing of school facilities, equipment and systems are maintained, organising, inducting and monitoring external contractors in the provision of repairs/maintenance work as required and they operate in a safe manner. Take appropriate remedial action or report unsafe working practices or conditions that may contravene a safe working environment.
7. To operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
8. Carry out Health & Safety compliance and maintenance checking and inspections as required. Electronically document all these controls and checks for auditing purposes.
9. To use email and other computer packages to read/send messages and to produce/keep work records.
10. To ensure that the lesson bells can be heard in all areas of the College and are turned off during the holidays.

11. Operation of the building management systems including CCTV, access control, security and fire systems. To ensure that the fire system is maintained and tested on a weekly basis, including a fire alarm test and battery replacement, for which training will be given.
12. Be a nominated driver for the school mini bus.
13. Where applicable, carry out emergency cleaning work as allocated and responding to spillages.
14. Ensure all drains and gullies are free flowing, clean and clearing blockages should they occur.
15. Any other tasks deemed necessary by the Site Manager including responding to needs which cannot be planned for. Carry out emergency procedures in the event of fire, flood, breaking and entering or accident as part of the on call system.

Operational Arrangements

1. The normal working week will be as agreed and contracted with a maximum of 37 hours. These hours will be worked between 0600 and 2200 Monday to Friday. All work within this period will be carried out as part of the normal week's work.
2. The periods of work within the time limit will be flexible and the normal hours of duty of the Site Assistant will be planned to cover the needs of the schools particularly weekday lettings. The hours of duty may vary from day to day.
3. Hours authorized by the Site Manager in excess of contracted hours will be paid at the overtime rate.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. To work / operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
3. Participate with the employer on all issues to do with Health, Safety & Welfare.

Physically able to undertake manual work and to perform tasks set out in the job description. Willing to undertake training upon request and keep up to date in H&S and H&S responsibilities as appropriate.

Child Protection

To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

Ethos

To help maintain good order and discipline among the students and to safeguard their health and safety, both on school premises and on any authorised trip.

School Development

Contribute to wider school developments

Participate in arrangements for the appraisal of your performance and that of other members of staff.

Participate in arrangements for further training and professional development.

The job description is subject to review and may be changed following consultation with the post holder.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

Person Specification	
Skills and Aptitudes	<p>Proactive and self motivated</p> <p>Ability to use work tools safely, efficiently and confidently</p> <p>Ability to work quickly, accurately and with attention to detail, taking pride in the finished outcome.</p> <p>Ability to communicate clearly both written and verbal.</p> <p>Computer literate able to use basic packages including word, excel and email.</p> <p>Flexible & adaptable, meeting the demands of shift work.</p> <p>Ability to prioritise and work to deadlines</p> <p>Team player, supporting others and able to demonstrate leadership.</p> <p>To hold a full driving licence</p> <p>Safety aware.</p>
Knowledge and Understanding	<p>Handyman skills e.g. carpentry, plumbing, basic electrical competency</p> <p>Understanding of the education sector</p>
Education/Training	<p>Evidence of some achievement at school/college</p> <p>Good standard of literacy/numeracy</p>