



**Role:** Site Assistant  
**Scale:** Bexley Scale 6 (22,377-£23,607)  
**Hours:** 36 hours per week 52 weeks per year  
**Undertaking an alternating early/late shift with 1 Saturday in 4 (paid as overtime)**

The nature of a Site Assistant's job precludes the fixation of a specific working week and therefore the 36 hours, exclusive of returns to duty arising from custodianship or emergencies shall be from Monday morning to Saturday night. You may be required to attend for duty in connection with lettings outside normal working hours.

Hours worked over 36 per weeks are paid at the published Bexley Scale hourly rates.

**Main purpose of the job:**

Responsible to the Site Manager for undertaking security procedures for the buildings and grounds, caretaking, maintenance and portering duties and other aspects of the management of the school site and undertake them in his/her absence.

**Major Duties and Responsibilities:**

1. Carry out security operations including locking and unlocking, setting alarms, procedures in the event of fire, flood, breaking and entering, prevention of trespass, fire safety precautions etc.
2. Carry out cleaning duties. Keep internal and external areas litter free, regular cleaning of drains, gullies and grease traps to ensure they are free-flowing. To provide safe access to the premises by clearing adequate paths and ensuring the use of grit/salt during the adverse weather conditions.
3. To check and operate all heating systems and all other plant, vehicles and equipment as required.
4. Assisting with the delivery and storage of all equipment, stores and materials (inc. Contractors' materials/plant as appropriate) on the school premises and ensure internal transportation of goods to their designated areas of storage.
5. To move furniture, equipment and set out rooms as directed.
6. Carry out first line repairs and maintenance which are not beyond the capability of the postholder, as directed by the Site Manager. Carry out reported and planned maintenance requirements and assist in planning minor refurbishment.
7. Have practical handyman expertise: woodwork, decorating, basic plumbing etc.
8. Take sole responsibility for the building when on duty during lettings, liaise with the hirer and ensure that licence conditions are met.
9. In the absence of the Site Manager, be the main point of contact for queries which may arise along with overseeing work carried out by cleaning staff if applicable and routine checking procedures on ancillary equipment.

**Specifically**

- Maintain a customer care approach in carrying out the duties of the post ensuring that all services are provided to the highest possible quality for all site users.
- Identify any service improvements required and propose appropriate changes.
- To maintain all outside areas in a clean, tidy and safe condition, including sweeping, picking up litter, emptying litter bins, unblocking drains, salting paths and play areas during inclement weather, clearing snow, etc.



- To assist cleaning operatives where necessary, including carrying out spot checks and emergency cleaning following spillages, etc. To replenish consumables in toilets and other areas.
- To set up or re-position furniture as required providing for all school events and examinations. To prepare and set out all equipment as required for events or activities. In particular prepare, set out, repair and clear away equipment for PE Department following agreed schedules. Receive large deliveries, direct and assist offloading. Distribute all deliveries as required.

**Working along with all members of the Facilities Management Team to:-**

- ensure agreed arrangements are in place for the safety and security of the building and perimeters at all times
  - to set and check alarm systems as appropriate
  - monitor CCTV images as required
  - act as one of the named key holders for the building and provide out of hours emergency response to security and safety issues if required
  - carry out all necessary procedures in an emergency.
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- To check and operate all premises related mechanical, electrical and heating systems and other plant and equipment. Maintain records as required. Ensure stocks of materials are maintained at agreed levels and issue is recorded. Advise the Site Manager when stock levels require refreshing.
  - To report repairs and replacements identified required for the fabric of the building and equipment in the course of duties and patrol around the site. To carry out maintenance and repairs within the recognised capabilities of the post holder. To train and support other staff in undertaking such repairs. To record all works undertaken.
  - To contact suppliers and contractors as directed concerning repairs and maintenance work authorised. To oversee contractors carrying out repairs, check works are carried out correctly and report on performance when required.
  - Control the issue of plant, equipment and safe protective wear following agreed procedures, and ensure all items are suitable for use and correctly maintained.
  - Undertake all necessary Health and Safety checks and record findings. Have due regard to the requirements of current Health and Safety legislation and its implication on the work undertaken in the School. Undertake risk assessments as appropriate or directed.
  - Maintain all computerised and manual records as required. Check and respond promptly to all email contact. Undertake research on the internet as directed.
  - To greet groups hiring site facilities, ensure agreed procedures are followed, furniture and equipment is provided as agreed, and that use is in accordance with the hire agreement and to clear away after the end of the hire period, reporting any issue arising during the period of hire.
  - Assist with the supervision of the use of the schools fleet of transport, checking vehicles in and out and inspecting vehicles for safety, all in accordance with agreed practices. Arrange for service and repairs to vehicles as required. Maintain the vehicle in a clean and tidy condition.
  - To visit, check and/or carry out work in other locations as required. Undertake all other duties commensurate with the post.
  - Undertake all duties of the post with full regard to the school's policies, particularly in relation to equal opportunities, security and Health and Safety matters.



## Person Specification

<b>Knowledge and Qualifications:</b>	
1. General education background	Essential
2. Understanding of health and safety legislation	Essential
<b>Experience:</b>	
1. Experience of work in facilities management or building or related trades.	Desirable
2. Use of PC's including sending emails and searching on the Web.	Desirable
<b>Skills and Abilities:</b>	
1. Understanding of the range of facilities management requirements and functions.	Desirable
2. Good level of numeracy and literacy to maintain logs and reports	Essential
3. Ability to communicate clearly orally and in writing and to write brief reports.	Essential
4. Ability to establish and maintain effective working relationships and have a constructive communication style at all levels (students, staff, parents, visitors, officers, contractors, etc.)	Essential
5. Ability to prioritise and balance long and short term demands; to organise own workload.	Essential
6. Ability to operate computer using email and internet, along with basic word processing skills	Essential
7. Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended.	Essential
8. Creative and practical skills to carry out routine and minor repairs and maintenance.	Desirable
9. Ability to use technical knowledge necessary to ensure routing operation of heating plant and other plant and equipment	Essential
10. Willingness to undertake cleaning duties requiring physical work inside and outside, sometimes in an unpleasant or hazardous environment	Essential
11. Interpersonal skills to enable school's interest to be protected when dealing with contractors and hirers	Essential
<b>Special Requirements</b>	
1. Flexibility to work varying start / finish times to provide service cover during weekdays and weekends as directed.	Essential
2. A good record of attendance.	Essential
3. An excellent health record.	Essential
4. Personal commitment to the Team and the School's values.	Essential
5. Hold a current driving licence	Desirable

Signed ..... (Staff)

Date .....

Signed ..... (Line Manager)

Date .....