



The Coleshill School: A Business and Enterprise Academy



JOB DESCRIPTION – SITE ASSISTANT

Job Title:	Site Assistant
Reports to:	Site Manager
Grade:	Grade E, Points 13-17
Contract:	Fixed Term Contract: initially Part Time – 2 days per week (Mondays and Tuesdays), with the post including the cover of school lettings at weekends, Saturday and Sunday as required. Additional payment will be made for weekend work. 52 week per year contract
Hours:	Alternate week shift pattern: 6.30am – 2.30pm, and 2.00pm – 10.00pm
Disclosure Level:	Disclosure Barred Service – Enhanced Certificate

Job Summary:

The post includes general site maintenance, site security, janitorial duties, minibuss driving, and general ensuring smooth running of the school on a day to day basis.

Responsibilities:

The Site Assistant is responsible for a wide range of duties and responsibilities and includes assisting in ensuring the school site is in a clean, tidy and presentable condition at all times and that it is a safe and secure environment.

The role included assisting the management and maintenance of all the buildings and grounds in conjunction with a Site Manager and other Site Team Members.

Main Duties:

Site Security:

- Duties include carrying out security procedures for school buildings and grounds
- Opening and closing of school premises
- To respond and deal with alarm calls as required

General Site Duties:

- Distribution of parcels and goods
- Furniture moving and organisation for assemblies, exams and other school activities
- Internal maintenance and external maintenance as determined by the Site Manager
- Carry out decoration and repair as determined by the Site Manager
- Access and update electronic site issue logging system for daily requests

Health and Safety

- Report all Health and Safety concerns to the Site Manager
- Act as point of contact for staff regarding Health and Safety matters
- Act as a key Evacuation Warden in the event of fire/emergency evacuation

- Ensuring that contractors on site do not put safety of students and staff in jeopardy by not adhering to Health and Safety practices
- Ensure all employees and visitors on site are adhering to Health and Safety procedures
- To act as a key holder in cases of alarm activation out of normal school hours
- Ensure staff and student toilet facilities are regularly checked throughout the day and maintained to the highest standard

Lettings

- To ensure the school premises are prepared ready for lettings, and site and premises secured after the letting
- Be responsible for weekend lettings

Minibus

- Minibus driving of school trips as required
- Carry out regular checks of minibus to ensure safe and ready for use

Other

Show flexibility and a willingness to undertake other tasks of an ad-hoc nature that are not specifically detailed in the job description but contribute to the smooth running of the school
Any other duties as requested by the Site Manager or School Business Manager which are consistent with the purpose of this post

Flexibility:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Enhanced Disclosure Barring Service**

I accept the terms and conditions of the Job Description.

Signed: _____

Date: _____

November 2017