

JOB DESCRIPTION

SITE ASSISTANT

Grade:	OA 2 + 14% shift allowance
Hours of work:	37 hours per week - Monday to Saturday (Saturdays on rotation)
Contract:	12 month contract in the first instance
Base Location:	Newport Pagnell - the post holder will be required to work on, and travel to, either of the school's campuses
Reports to:	Site Manager

OVERVIEW

Maintain high standards of the school's environment to include security of premises, cleaning of premises, building maintenance, portage.

MAIN RESPONSIBILITIES

- Ensure that overall site security is maintained securing the premises at all times.
- Make sure the school is available for authorised use during morning/evening lettings and holidays.
- Adherence to all Health and Safety and other relevant instructions.
- Report to site management any issues regarding cleaning
- Inspect the fabric of the building and report back to the Site Manager/assistant site manager.
- Empty external rubbish bins on a regular basis or when required.
- Undertake some cleaning responsibilities.
- Ensure the outside hard surface areas are maintained and in a clean and litter free condition.
- Ensure the heating systems are functional - report faults to the Site Manager.
- Assist in maintaining flower beds and leaf clearance.
- Undertake minor repairs when required: carpentry, plumbing etc.
- Undertake some decoration and refurbishment works.

- Assist in the transportation to departments/offices and storage of deliveries to the premises.
- Move furniture, equipment and materials when required.
- Collect and remove waste materials to the main collection points as required.
- Undertake emergency cleaning during the normal working day.
- Prepare for and clear up after special functions.
- Be aware of general Health and Safety requirements.
- Programme and monitor school class change bell and exterior lighting time clocks.
- Carry out general building checks and log
- Work unsupervised.
- Undertake any such duties as may be reasonably be required by the Headteacher.

January 2019