

JOB INFORMATION			
JOB TITLE	SITE ASSISTANT	LOCATION/CAMPUS	THEALE GREEN SCHOOL
GROUP/ FACULTY AREA	COVER/SCHOOL WIDE	TYPE	PERMANENT
GRADE	C	SCALEPOINT	10-15
RESPONSIBLE TO	HEADTEACHER/CENTRAL SITE/SITE MANAGER	HOURS	37 – FULL TIME 52 WEEKS PER YEAR (see shift rotation)
JOB PURPOSE			
<p>To provide flexible support to the school regarding maintenance, repairs and sundry duties. Ensure that all safeguarding policies and procedures are adhered to at all time. To ensure the buildings are opened ready for business and locked at the end of each day.</p> <p>Shift rotation</p> <p>Monday to Thursday 6.30am – 2.30pm, Friday 6.30am – 2.00pm less a one hour unpaid lunch break 1.00pm – 7.30pm Monday to Thursday, Friday 1.00pm-7.00pm less a one hour unpaid lunch break The above shift pattern works on a rotational basis, work outside these hours will be required on a regular basis to cater for evening school lettings and additional daytime duties and some weekends.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<p>Repairs and Maintenance</p> <ul style="list-style-type: none"> • Carry out first line repairs, maintenance and decorating which are not beyond the capability of the post holder and site staff. i. • Reporting to your Line Manager any repairs and maintenance work that requires external specialist skill. • Ensure the site is free from litter and debris and that all drains, gullies and gutters are free flowing and clean • Reviewing the site help desk works list and liaise with your Line Manager to prioritise works in accordance with the needs of the School. • To carry out regular monthly internal inspections of the water systems as defined by the L8 Legionella regulations and in line with the service schedules programme. 			

- To carry out regular monthly H&S internal inspections, including fire fighting equipment. All completed records to be filed and recorded in the Fire log. Including and not limited to fire alarms, emergency lights, extinguishers and door closures.
- Ensure that heating boilers are fully operational during winter months and if not liaise with the appropriate heating engineer.
- In the winter ensure that the site paths are clear from ice and snow
- Undertake PAT Testing inspections, keeping a register of inspections up to date.

Security and Fire Alarms

- Carrying out security procedures for the buildings and grounds, to routinely and non-routinely open and locking of the buildings and grounds ensuring all windows and door are locked.
- Familiarisation with intruder alarms, automatic gates, CCTV, lock, keys and combination locks alarms codes etc is essential.
- Knowledge of in-house security measures is essential.
- Undertake weekly fire alarm testing and assist in periodic trial fire evacuations
- Assist in the evacuation of the building in the event of a fire, acting as fire warden, or in the event of a security incident, where the school needs to be shut or locked down.
- Carry out any other tasks as directed by the Line Manager, in relation to security or fire.
- Assist in the creation and issue access badges, this will include taking photos and entering details on to the system.

Porterage

- The post holder will be required to deliver parcels, packages, furniture, equipment etc within the same day. There may be occasions where transportation or storage is required.
- From time to time items of rubbish, furniture and classroom equipment will be required to be removed from one location to another as circumstances dictate.
- Setting up of hall and other locations seating, tables, equipment as required for assemblies, exams, meetings and productions.
- Clearing of spillages (this may include bodily fluids).
- Clearing of ice and snow – enabling safe access to and around the school site.
- Setting up car park as required to provide access for visitors, this includes ensuring correct and accurate signage.

Health and safety

- The post holder will be responsible for their own safety and have due regard for others when carrying out their work. Ensuring that safe systems of work and appropriate PPE are worn/used at all times.
- The post holder will be required to act as an appointed person under Health and Safety legislation.
- The post holder will assist and be directed by the site manager, bursar or Headteacher in relation to any task related to health and safety.

Minibuses

- Undertake weekly inspection of school minibuses arrange for cleaning, servicing, repairs as deemed necessary to ensure they are roadworthy prior to being used.
- Complete and file the weekly check lists highlighting any defects that have not been actioned.
- The post holder may be required to drive the minibuses.

General

- The post holder will be pro-active when working on the school site, they will be expected to ensure the site is kept clean free from litter and debris, graffiti and any out of date posters.
- Remove recycling waste and general litter from the school buildings including the kitchen bin on a daily basis.
- The post holder may be required to undertake other tasks commensurate with the role as directed by your Line Manager or the Schools senior Management team

GROUP/ EMPLOYEE RESPONSIBILITIES

- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<ul style="list-style-type: none"> • Qualifications and training <ul style="list-style-type: none"> ○ Minimum GCSE standard. ○ Relevant qualification, proven experience in building trade, or enthusiastic DIY'er. ○ Health and safety qualification or experience. ○ Further education in related fields. Desirable <ul style="list-style-type: none"> ○ Experience of working within building industry and/or education establishment. ○ Willingness to undergo further training. ○ Possess good handy person skills 	<p>Essential</p> <ul style="list-style-type: none"> • Wide range of handy person skills and previous experience of working in an educational establishment • Strong verbal and written English language skills • Reasonable level of ICT skills <p>Desirable</p> <ul style="list-style-type: none"> • Experience in working in the building industry with competent allied trade skills • Experience in security – possibly SIA trained/registered 	<ul style="list-style-type: none"> • Practical • Proactive • Professional • Ability to develop and maintain good relationships with staff and external customers of all levels • Customer service focussed • A solution finder • Patience and tact • Methodical and well organised • Professionally discreet and able to respect confidentiality • Ability to command and to show respect • Flexible approach to tasks • Confident and able to use own Initiative

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement



All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.