

## Job Description

<b>Job Title:</b>	<b>Site Support Assistant</b>
<b>Grade:</b>	<b>Scale 4</b>
<b>Postholder:</b>	
<b>School:</b>	<b>Trinity School</b>
<b>Reports to:</b>	<b>Site Manager</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Number of Posts Supervised/Managed:</b>	<b>0</b>

### 1. Purpose of the Job:

Under the direction of the School Business Manager and/or Site Manager, the postholder will support the effective maintenance and operation of all areas across Trinity School. Responsibilities include maintaining the cleanliness and safety of school grounds, providing porterage services, carrying out premises repairs and upkeep within the scope of their training and competence.

### 2. Main Activities

#### Cleaning

- To support the site team every morning by ensuring that all external school grounds (specifically including all playgrounds, car parks and pavements) are clean and safe. This will include clearing animal mess on a daily basis whilst using the appropriate PPE.
- To support the site team in ensuring that all school pathways are clear of snow and ice and are safe to use.
- To perform litter picking, both inside and outside the building after the cleaning cycle, sweeping and clearing where necessary.
- To service all toilet and washroom areas in the School, replenishing/replacing the supplies of consumable and disposable products associated with cleaning and hygiene (e.g. soap, toilet paper, paper towels).
- To support high standards of cleaning and maintenance throughout the premises, including carryout spot cleaning of premises, as required on a daily basis.

#### Materials and Equipment

- In accordance with Health and Safety guidelines when requested to carry out the cleaning and/or removal of any spillages that may occur (i.e. due to sickness or any other accidents which pupils/staff or other adults might have).
- To ensure safe use and handling of premises equipment and material to ensure that it is kept in good working order and reporting faulty equipment and material to the relevant staff member.
- To assist and support with the movement of furniture, equipment and materials, as required to satisfy the needs of varied site activities (such as deep cleaning or class moving) within the guidance of the School's Health and Safety Policy.

#### Security and H&S

- Ensuring the building and School grounds are in a safe condition to be used. Minimising hazards including when requested to check the location of fire fighting equipment and that

alarms are working. If requested, following training, to support the site team by testing alarms and access control.

- To patrol the premises as appropriate and respond to irregular occurrences to ensure the site remains secure and safe.
- When requested on exceptional circumstances, (such as to cover annual leave or for occasional staff or pupil evening functions), to be responsible for the keyholding, security and health and safety of the premises and its contents in the absence of the Senior Caretaker/s or another senior member of the Site Team. This may include opening or closing the premises, ensuring that the security of the building is maintained.
- To work those hours required by the nature of the service, to occasionally include evenings and additional hours subject to overtime payment.
- To assist in risk assessments for site activities and contribute to the development of safe working practices.
- To support the Site Manager in monitoring compliance with statutory testing schedules (e.g., fire alarms, emergency lighting, legionella checks).
- To lead on incident response and reporting for site-related health and safety concerns.
- To coordinate and supervise contractors on site, ensuring work is completed to specification and within agreed timeframes.
- To support the Site Manager in project planning and delivery, including minor refurbishment and maintenance projects.
- To maintain site logs and records, including site work requests, maintenance schedules, contractor visits, and health and safety checks.

#### Maintenance and Repairs

- To support the site team in ensuring all relevant equipment, materials, services, premises and grounds are clean, safe and secure at all times, reporting maintenance issues to the relevant member of the site team.
- To understand and comply with the School's Health and Safety Policy and to ensure compliance and observation of the requirements of the Health and Safety at Work Act.
- To carry out basic repair and maintenance work as directed by the School Business Manager or senior members of the site team within the competence of the postholder (to include painting fences and other basic maintenance work as and when required).
- To report any breakages or damages in the building and assist with the building maintenance and repair schedule, monitoring to ensure that repairs are carried out.
- To support the Site Team by being responsible for supervising contractors whilst they are on site when requested.
- On a weekly basis, to carry out a flushing and water temperature check of all external taps on the school's premises and appropriately recording the outcome on paperwork held in the Finance Office.
- On a monthly basis, to carry out a flick test of all emergency lighting throughout the school premises and appropriately recording the outcome on paperwork held in the Finance Office.
- Upon successful completion of relevant training, to be responsible for pool water maintenance, including regular testing, chemical dosing, and ensuring compliance with health and safety standards.
- To maintain accurate records of pool maintenance and report any issues promptly.

#### Deputising Responsibilities

- To deputise for the Site Manager during periods of absence, ensuring the smooth operation of site services, managing contractors, and maintaining compliance with health and safety regulations.
- To act as the first point of contact for site-related issues in the Site Manager's absence and escalate, address and rectify concerns appropriately.

## Other General Premises Duties

- To undertake portage duties when orders are received, including supporting the preparation and reinstatement of rooms.
- To respond to accidental spillages and occurrences as directed by the Site Team, School Business Team or the Headteacher.

### **3. Safeguarding Responsibilities**

To ensure attendance at School safeguarding training and to remain up to date with safeguarding responsibilities and School policies as they relate to this post.

### **4. Project Management**

To work under the direction of the Site Manager on projects accordingly.

### **5. Customer Care**

To respond positively to work requests and during all communication with the Site Team, School Business Team, School Office and other managers and staff members based at the School.

### **6. Financial Management**

Not applicable.

### **7. People Management**

Not applicable.

### **8. Statutory Requirements**

This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.

### **9. General Accountabilities and Responsibilities (All roles)**

- I. Ensure compliance at all times with appropriate legislation and the School and Council's policies and procedures, particularly those regarding Health and Safety, Safeguarding, General Data Protection Regulations and the Staff Code of Conduct.
- II. Ensure compliance with the Council's Equalities and Diversity Policies.
- III. Ensure compliance with and actively promote Health and Safety at work legislation, and the School and Council's Health and Safety policies and procedures.
- IV. Comply with the competencies and standard requisites agreed by the Council/School as relevant to your post.
- V. Take responsibility for continuing self-development and participate in training and development activities.
- VI. To share with other staff skills and knowledge relating to this post when required.
- VII. As directed by the Headteacher or School Business Manager, you may be required to cover or provide support to the other posts within the site support services function of the school.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Postholders are not expected to perform maintenance tasks beyond their own capabilities without full training and should be aware of Health and Safety Regulations.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

**Postholder** .....

**Date** .....

**Headteacher** .....

**Date** .....