

JOB DESCRIPTION		JD no: 40
Job Details		
Post Title	Site Assistant	
Responsible to	Site Manager	
Purpose of job		
To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.		
Responsibilities		
<div><div><div>1. Ensure building is fit for purpose, ensuring all agreed procedures and checks are followed rigorously.</div><div>2. Perform duties in line with health and safety regulations and school policy and take action where hazards are identified. To report serious hazards to senior staff immediately.</div><div>3. Assist with maintenance of accurate records relating to health and safety, maintenance and security.</div><div>4. Under the direction of senior staff, provide prompt and reliable support in maintaining the building and grounds to a high standard by carrying out essential maintenance in line with established procedures.</div><div>5. Ensure building systems environment, including heating, cooling, lighting and security, is fit for use.</div><div>6. Collect and assemble waste and where required, cleaning of designated areas of the school building and grounds as directed.</div><div>7. Act as school contact for premises contractors.</div><div>8. Undertake general portage duties including moving furniture and equipment within school. Oversee and monitor delivery of any specialised activity.</div><div>9. Contribute to contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the health and safety of staff and students and minimise disruption.</div><div>10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.</div></div><div>Individuals in this role may also undertake some of the following:</div><div><div>1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).</div></div></div>		
Assessment and Reporting		
<div><div>• Standard of work will be assessed by the Line Manager and as such the Site Assistant will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div></div>		
Student Care Role		
<div><div>• The Site Assistant will follow the Trust’s procedures for student contact & welfare.</div><div>• All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.</div></div>		
Training and Development		

- Training and development will be given to ensure that the Site Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Site Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Site Assistant is employed for 40 hours per week for 52 weeks.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Site Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Site Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.