

## Site Assistant

**Salary Grade:** UKAT Band B  
**Hours:** 37 hours per week / all year around  
**Responsible to:** Premises and Estates Manager  
**Responsible for:** N/A

### Purpose and Vision

To assist the Premises and Estates Manager to maintain the site, buildings and grounds in accordance with the Trust's policies.

### Key responsibilities

1. As part of the UKAT Site Team, carry out day-to-day maintenance work of the buildings and sites to a high standard under the supervision of the Manager of Estates and Premises.
2. Under the instruction of the Premises and Estates Manager, carry out redecoration and other repair tasks where necessary.
3. To attend and respond to building equipment failures in a timely and professional manner
4. To take a pro-active part in ensuring a safe and well-maintained environment for students and staff.
5. Assist the Site Team to maintain the grounds to the highest standards eg. the hedges, trees, flowerbeds and grass areas.
6. As part of the Site Team, be responsible for ensuring the paths, drives and all other external areas are clear of litter and other refuse.
7. Assist in the collection and distribution of all deliveries to the relevant departments.
8. Provide the Premises and Estates Manager with meter readings as necessary.
9. Support the Site Team's external lettings through providing appropriate cover out of hours.
10. As part of the Site Team to be responsible for locking/unlocking site and buildings in line with shift rota
11. To assist in programmed works in 'out of term' times.
12. To be part of an 'out of hours' on call system.
13. To take a proactive part in ensuring a safe and well-maintained environment for students and staff.
14. Ensure daily records and site safety reports are completed.
15. Provide weekend or out of hours cover for external lettings on a rota basis.
16. To be on call for fire and intruder alerts.
17. To be proactive in the site health and safety requirements, including mandatory testing for compliance.
18. To undertake and keep up to date with training courses provided by the academies.

## Site Assistant

Attribute	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate qualifications/skills in a recognised trade (eg. Plumbing, carpentry/joinery, electrical)</li> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• General maintenance experience Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling Working in a school or academy setting</li> </ul>
Knowledge, Skills & Experience	<ul style="list-style-type: none"> <li>• Flexible positive person</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to take the initiative and be pro-active.</li> <li>• Able to work independently and as part of a team</li> <li>• Personal integrity, commitment to fairness and equity.</li> <li>• Ability to demonstrate and promote positive values, attitudes and behaviour</li> <li>• Able to meet the demands of this physical job</li> </ul>	