Job Description **Site Assistant**	EWELL CASTLE SCHOOL

A Site Assistant's role is to maintain the buildings and grounds of the School to a high standard and ensure a safe environment in which pupils and staff can work. The post holder reports directly to the Site Manager and will be required to work closely with the rest of the Site Team.

Hours :
14:00 – 22:00, Monday - Friday. The post requires a degree of flexibility and hours will be reviewed after 6 months. Paid holiday allocation of 25 days per annum.

Main Responsibilities
All responsibilities and duties should be undertaken with due consideration of the timetabled use of the sites.

Buildings
- Redecoration, repair and maintenance of the School buildings under the guidance of the Head of Maintenance;
- Reporting areas of damage or safety issues to the Site Manager;
- Removal of graffiti and chewing gum from walls, furniture and carpets.

Grounds
- Upkeep of lawns and flower beds;
- Trimming of bushes, shrubs and trees;
- Maintaining/cutting the playing fields and refreshing pitch markings;
- Clearing of leaves;
- Keeping all areas clear of litter;
- Erection and dismantling of goal posts;
- Removal of snow and spreading of salt/grit in anticipation of bad weather to ensure safe access to all sites.

Security
- Monitoring the security of the perimeter of the sites;
- Ensuring the works outbuildings are locked at all times;
- Be familiar with the working of the fire and security alarms and procedures;
- Daily patrol and locking of all buildings ensuring alarms are set;
- Acting as on-call key holder for alarm activation.

Other Duties:-
- Assisting with set-ups and clearing up after functions;
- Dealing with/clearing up of spillages as required;
- Transporting lunches/refreshments between sites;
- Putting out bins ready for collection;
- Carrying out jobs in the buildings or around the grounds as instructed by the Site Manager.
- Participating in in-service training as appropriate for professional development.
- Participating in Performance Management and Appraisal & Review arrangements.
- Performing any additional duties requested by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

06/11/18