



Job Title:	Site Assistant
Salary:	£24,679 - £32,724 FTE (USTS6/7)
Employment status:	36 hours per week, Full-time, permanent
Accountable to:	CEO & Board of Trustees
Responsible to:	Chief Operations Officer

Accountable for:

Ensuring that the areas of operation for which I am responsible contribute to outcomes above expectations for the Trust. Working as part of a team to ensure that the Trust’s premises, grounds and its contents are appropriately maintained, cleaned, secured and fit for purpose in line with all relevant legislative requirements.

Understanding, operating and developing the ethos of the Trust so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Trust’s activities and that this in turn ensures that everybody takes pride in all aspects of the Trust’s work.

RESPONSIBILITIES

Overall Responsibility & Duties

- i. Working as a member of the Site Team ensuring that the schools are open, prepared and staffed for all activities and agreed lettings
- ii. Cleaning – to keep clean, or supervise the cleaning of, all areas of the school including emptying bins (including recycling), daily litter collection, liaising with refuse collectors and cleaning contractors and emergency cleaning during the school day
- iii. Porterage – to deliver supplies and move items of furniture as directed and within an agreed timescale
- iv. Supplies – check supplies of products such as personal hygiene, paper and sundry items and replace as required
- v. Maintenance – to undertake general maintenance (within capability and training), e.g. plumbing, heating and carpentry
- vi. Security – assist with, and where required have responsibility for, locking and unlocking of all areas of the site including regular setting of the alarm. There may be occasions where response is required to an alarm call-out in the absence of the senior site assistant
- vii. Minibus – ensuring appropriate maintenance of transport and driving, as required
- viii. Health and Safety – to comply with regulations with respect to a school premises as directed, and relevant standards and legislation including safe access to buildings and classrooms in the event of snow or other emergency situations
- ix. Utilities – record utility usage where directed
- x. Improvement Work – to assist or instigate an annual programme of minor maintenance and decoration that will include painting, removal of graffiti and termly inspections of the site
- xi. Lettings – to provide supervision of lettings and assistance where required
- xii. Contractors – to provide supervision and assistance to external contractors as required
- xiii. Record Keeping – maintain records on building systems and their use where appropriate
- xiv. Ensure that any works undertaken are requested and agreed via your line manager and submitted on an approved purchase order

Other Duties

- i. Set a good example in terms of personal presentation, attendance and punctuality
- ii. Recommend solutions for areas of improvement in processes and procedures

Health and Safety

- i. Undergo Basic First Aid training and update courses
- ii. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- iii. Co-operate with the employer on all issues to do with Health, Safety and Welfare
- iv. Know and comply with all aspects of Health and Safety relating to the premises and site (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
- v. Assist with the precautions necessary to prevent fire or flood damage.
- vi. Conduct regular patrols of premises during 'out of hours' periods – ensuring the security of the buildings, as required
- vii. Provide key holder cover during 'out of hours' lets/ events and Academy holidays, as required
- viii. Provide porterage provision for members of staff.
- ix. Challenge intruders.

Continuing Professional Development

- i. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to efficiency, which may lead to improvements in the day-to-day running of the Trust's Finances
- ii. Undertake any necessary professional development as identified in the Trust's Improvement Plan taking full advantage of any relevant training and development available

Other Requirements

- i. To promote and safeguard the welfare of children at the Trust's academies
- ii. To maintain confidentiality at all times
- iii. To be aware of and adhere to all Trust policies and procedures
- iv. To carry out any other duties as may be reasonably required by the CEO
- v. To work in support of the Trust's Improvement Plan
- vi. To take time to read notices, keep to deadlines and carry out duties to the best of your ability