



Job Description

Site Assistant

Full Time / 36 hours per week

Line Manager: Premises Manager

Job Purpose

To assist with the provision of a secure environment for staff and students both 'on-site' and 'off-site' and to ensure that students respect the Academy regulations.

To assist with the day-to-day maintenance and care of the Academy grounds, plant and buildings, including managing vendors, overseeing health and safety and handling administrative task related to facilities.

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory, physical environment and to promote the efficient use of the Academy's assets to support the objectives of the centre.

To carry forward the Aspirations Academies Trust Vision.

Responsibilities and Tasks

Main aspects of the role:

Security

- Managing security systems and ensuring they are functioning properly.
- Lock/unlock Academy buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and assist the Premises Manager and Premises Assistant to carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the Academy site
- The post holder will be a premises key holder for one or more AAT sites and responsible for timely openings in accordance with variable rota patterns. The post holder would also be expected to work at other schools within the Aspirations Academies Trust from time to time to cover any absences.

Maintenance

- Supporting the management by scheduling and overseeing routine maintenance.
- Undertake appropriate repairs including emergency repairs for the building and its system (i.e. plumbing, drainage, electrical, decorating, fixtures etc).
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the Academy.
- To organise and carry out minor decoration programme as agreed with the Premises Manager.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Premises Manager.
- To assist the Premises Manager in the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To assist with the checks of operation and maintenance of heating plant and lighting systems.

- Identify and report defects using agreed Academy systems, record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Portering duties e.g. delivering mail, packages, moving furniture and equipment as directed by line manager
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Assist as required in the operation of the lettings system.
- Liaise with line manager & attend meetings as required.
- Maintenance of groundworks to ensure that the grounds of the school are attractive, tidy and health to provide a pleasant outdoor environment. Managing the upkeep and managing any contractor

Resources

- Handling work order and managing inventory with Premises Manager.
- Processing purchase orders.
- Support the Premises Manager to manage the helpdesk – raise, allocate and action tickets on a daily basis.
- Assist with maintaining accurate record keeping in relation to the post.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Promote and ensure the health and safety of students, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Provide regular reports to management on facilities operations and maintenance.
- Undertake lettings and carry out associated clerical tasks with management.

General:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- To support the Academy's mission statement, vision and strategic objectives.
- To be responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The post holder will be a premises key holder for one or more AAT sites and responsible for timely openings in accordance with variable rota patterns. The post holder would also be expected to work at other AAT schools from time to time to cover any absences.

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. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification

Site Assistant

1. Experience	Essential	Desirable
Minimum 2 years' experience general maintenance of building / site	✓	
Basic DIY/handyman, repair and decorating experience	✓	
Experience of general portorage	✓	
Experience of cleaning duties	✓	
Experience of working as part of a team	✓	
Experience of working with and directing contractor services relative to premises and site maintenance		✓
Experience of upkeep of gardens or lawned areas		✓
Experience of working in an educational establishment		✓
Experience of premises lettings		✓
First Aid at Work certificate		✓

2. Skills and knowledge	Essential	Desirable
Awareness and understanding of Health & Safety regulations and practice relative to the post	✓	
Ability to maintain systems relating to H&S, maintenance and security	✓	
Good oral and written skills	✓	
Good organisational skills	✓	
Ability to use initiative and work independently or as part of a team	✓	
Self motivated	✓	
Ability to work effectively under pressure and prioritise	✓	
Good interpersonal skills and the ability to work with people at all levels	✓	
An understanding of site security including setting alarms		✓
Basic knowledge and ability to use IT		✓
Possession of current full driving licence		✓

3. Personal Qualities	Essential	Desirable
High personal and professional standards	✓	
A good general level of fitness in order to be able to fulfil the duties of the role	✓	
Enthusiasm and commitment to ensure high standards are maintained	✓	
A willingness to undertake associated training and personal development	✓	
A commitment to Equal Opportunities	✓	