



## Site Assistant

Salary: **£23,703 - £25,700 depending on experience**

Location: **Bohunt School Wokingham**

Reporting to: **Premises Manager**

Contract type: **Full time, 37.5 hours a week. Working hours to be coordinated with the Premises Manager and other team members. Some flexibility required.**

Contract term: **Permanent**

### Generic Role Purpose:

To have responsibility for the external grounds maintenance of the school site both in term time and school holidays. Ensuring that the site meets Health and Safety standards at all times.

Bohunt Wokingham is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for an interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children. The successful applicant will need to undertake an Enhanced DBS check.

### Personal Qualities

- cheerful with a 'can do' attitude
- responsible, honest and reliable
- the ability to remain calm in an emergency, for example if there is a break-in or fire
- have good verbal communication skills to deal with staff, parents, visitors and children in a positive manner
- be reasonably fit

## **Skills**

- practical with good DIY skills
- understand safe working practices and health and safety legislation
- be able to interpret technical information
- be well-organised and capable of prioritising own work
- be happy to work alone or as part of a team
- be flexible and enjoy a varied routine - days can rarely be planned and the ability to deal with sudden changes whilst maintaining a good sense of humour is essential

## **Essential**

- be prepared to work longer hours when the need arises

## **Hours**

The role of Site Assistant is Monday – Friday throughout the year with a shift working pattern agreed with the Premises Manager. Additionally, a Site Assistant is required to be available when other school events are planned to assist in setting up and clearing away afterwards.

## **Rate of pay**

£23,703 - £25,097 depending on experience

## **Commencement**

Subject to references satisfactory to the School and all relevant checks having been completed the start date will be 3rd April 2023 (or sooner if possible). However, it is more important to find the right person to join our team.

## **Training**

Site Assistants will be required to attend meetings or training from time to time. In addition there are a number of online training courses including Child Safeguarding, PREVENT & Health & Safety that must be completed on a regular basis.

## **Health & Safety**

To respond to issues raised by the Governing Body or Headteacher to ensure that the site remains safe.

## **School Policies**

To comply with all school policies, including Health and Safety and Safeguarding.

## **Responsibilities**

**Security of the Site and Premises** - Unlocking and locking school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, maintenance and emergency services (when required).

Opening the school premises at the appropriate time prior to the start of each day, deactivating alarm systems, unlocking gates, external and internal doors, garages etc. checking that the premises have not been disturbed or damaged, switching on lights, checking room temperatures,

In liaison with cleaning staff, securing the premises at the end of each day. Checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, blinds are drawn, ensuring that all unnecessary lights and electrical equipment is switched off, locking all internal and external doors, activating intruder alarm systems, ensuring the safe keeping of all keys to the premises.

Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.

Deal with, or arrange to be dealt with, all electrical emergencies, making safe initially by turning off supply.

Ensure access for emergency services, assist as necessary, secure premises as required.

Providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies.

Informing the headteacher of the presence of unauthorised intruders on the school site and of any damage to, or theft from, the school premises or grounds without delay.

## **The Appearance & Good Order of the Premises**

Ensuring that the site and premises, inside and outside, are clean and tidy, removing litter, collecting lost property, dealing with deliveries, furniture inappropriately placed; ensuring that all hard covered areas, entrances and paths of the school site are free from litter and the excessive accumulation of dirt or leaves; emptying and cleaning, on a regular basis, of all litter bins.

## **The Maintenance and Repair of the Site and Premises, Buildings, Fittings, Furniture and Equipment.**

To ensure that installations are maintained to the highest standards. Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Liaising with the emergency services including call outs as required.

Inspecting the school site and premises on a regular basis, to identify the needs for repairs and maintenance. Undertaking minor repairs or improvements not requiring specialist skills and referring matters to the appropriate person if necessary, for remedial action to be taken.

Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as required. Checking on a regular basis for broken diffusers, shades, light switches, sockets, plugs etc. undertaking minor repairs or referring matters to the appropriate person for remedial action to be taken.

Undertaking repairs to existing perimeter fencing as necessary.

Undertaking redecoration work not requiring specialist skills, as directed.

Ensuring proper access to and egress from the school site for workmen and contractors and directing them to the location of areas or items requiring repair or maintenance, monitoring the satisfactory completion of minor repair and maintenance works, referring matters to the appropriate person as necessary.

The appropriate person may be the headteacher.

**The Operation of the Heating System** - Acquiring an understanding of the heating system, ensuring that routine maintenance is undertaken as required.

Maintaining required temperatures in the school premises and ensuring an adequate supply of hot water through the proper operation of the heating system.

**The Operation and Monitoring of the Health & Safety Policy throughout the School.**

To ensure a good knowledge and understanding of the Health & Safety Policy; respond to reports of hazards and take appropriate remedial action; ensure warning notices are displayed as and when necessary and inform the School Maintenance Manager.

### **Cleaning Products**

Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials. Ensuring materials and equipment are returned to the appropriate storage area at the end of the cleaning session and that equipment is cleaned by the user prior to storage.

### **General Porterage & Other Duties**

Removing, laying out, stacking and transporting furniture and equipment within the school, as required, with due regard to current Health & Safety and Lifting & Handling regulations, including preparations for and clearing up after activities taking place during normal school hours such as lunches, assemblies etc. and outside normal school hours, such as meetings and social occasions.

To be available on snow days to ensure the site is clear from snow and safe for staff, parents and children to enter from 7am.

Clearing snow/ice from paths, as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate.

Taking delivery of goods, assist in unpacking, checking and storing cleaning materials and equipment.

Courier duties as required by the Bursar.

### **Grounds and Garden Maintenance**

Maintenance of flower beds & tubs – digging, weeding, planting etc.

Seasonal tidying of site i.e. after high winds the collection of branches and dead wood, collecting leaves etc.

Repair fencing

Preservative treatment to timber benches & fences

Pruning of low level branches, i.e. trees in orchard

Clearing pathways of snow & ice and applying rock salt where necessary.

Sweeping stones from pathways

Maintaining equipment used, in accordance with manufacturers instructions.

The above is not an exhaustive list and the successful candidate may be required to undertake any other appropriate duties which may from time to time occur in order to maintain the effective and efficient day to day operations of the premises.