

JOB DESCRIPTION

SITE ASSISTANT

Grade:	OA 2 + 14% shift allowance
Hours of work:	37 hours per week - Monday to Saturday (Saturdays on rotation)
Contract:	Full-time (52 weeks a year)
Base Location:	Newport Pagnell - the post holder will be required to work on, and travel to, either of the school's campuses
Reports to:	Site Manager

OVERVIEW

Maintain high standards of the school's environment to include security of premises, cleaning of premises, building maintenance, portage.

MAIN RESPONSIBILITIES

- Ensure that overall site security is maintained securing the premises at all times.
- Make sure the school is available for authorised use during morning/evening lettings and holidays.
- Adherence to all Health and Safety and other relevant instructions.
- Report to site management any issues regarding cleaning.
- Inspect the fabric of the building and report back to the Site Manager/assistant site manager.
- Empty external rubbish bins on a regular basis or when required.
- Undertake some cleaning responsibilities.
- Ensure the outside hard surface areas are maintained and in a clean and litter free condition.
- Ensure the heating systems are functional - report faults to the Site Manager.
- Assist in maintaining flower beds and leaf clearance.
- Undertake minor repairs when required: carpentry, plumbing etc.
- Undertake some decoration and refurbishment works.

- Assist in the transportation to departments/offices and storage of deliveries to the premises.
- Move furniture, equipment and materials when required.
- Collect and remove waste materials to the main collection points as required.
- Undertake emergency cleaning during the normal working day.
- Prepare for and clear up after special functions.
- Be aware of general Health and Safety requirements.
- Programme and monitor school class change bell and exterior lighting time clocks.
- Carry out general building checks and log.
- Work unsupervised.
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: Dated:
Staff Member

September 2019