



Job Outline

Site Assistant

Responsible to: Site Manager
Salary Grade: Scale 3 Point 5-6
Full time/Part time: Full time 37 Hours per week, 52.14 weeks per annum.

Job Purpose

To work as part of the caretaking team, carrying out a wide range of duties including site security, both general and plant maintenance, portage, grounds maintenance, letting supervision and some cleaning.

Safeguarding Responsibilities:

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- To act as key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.
- Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from staff and visitors.
- Attempt to prevent unauthorised access onto the school premises or grounds.
- Liaise with emergency services where required in the absence of the line manager.
- Liaise with contractors where appropriate and inform line manager or Operations Manager, if available, of their presence.
- Cover for the other members of the site team in their absence.
- Cleaning is undertaken in-house but occasionally some cleaning may be required such as spillages during the school day.
- Washing and cleaning of diffusers and replacing bulbs/tubes.
- Carry out first line repairs and maintenance which are not beyond the scope and capability of the post holder, including, plumbing work e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap or replacing washer etc.; redecoration as appropriate;

- Plastering work such as repairing cracked or broken plaster, making good damaged walls, for example following the removal of, say, shelving or similar fittings;
- Boundary repairs, e.g. repairing holes in fences etc.;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes. *Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level;*
- Replacement of spare/new parts, e.g. door closers, locks, handles, filters etc.
- Respond to callouts as soon as possible, prioritising according to urgency as directed by Line Manager.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing.
- To follow a litter-picking schedule.
- Take delivery of stores, materials and other goods and conveying them to their points of distribution.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Undertake training on all Plant from the Site Manager.
- Air conditioning/air handling units - ensure that all systems are working correctly to provide the correct environment and add adequate supply of hot water.
- In the event of system failures beyond your knowledge, liaise with line manager if available or if not, call contractors to book a repair.
- Set out required equipment for any lettings that take place during your shift, liaise as required with persons hiring premises and clear away after letting has ended. Ensure area is left clean and set up according to school requirements for next day.
- Pass any letting queries or problems onto line manager next time they are on shift.
- Set out areas as required for school events such as parents' evenings, concerts etc.
- Ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carry out routine procedures or checks on ancillary equipment. E.g. checking batteries, automatic pumps and areas subject to flooding.
- Carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Check all toilets according to a pre-agreed schedule.
- Liaise with grounds maintenance contractor for grass cutting, hedge trimming, pruning trees, planting, weeding, and clearing of leaves and tree debris.
- Marking out games areas with the PE department (EG Sports Day).
- Attend regular reviews with line manager, including annual performance management review
- Follow correct Health & Safety procedures when undertaking tasks. If in doubt, check with line manager.
- Ensure as far as possible that all tools and machinery are packed away correctly when not being used.
- Assisting with the supervision of cleaning staff in the absence of the cleaning supervisor.
- Occasional overtime will be required to be undertaken as per school requirements.
- To undertake statutory checks throughout the school in order to be compliance with H&S regulations.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade.

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities, in discussion with line manager
- Undertake any training deemed to be required. This will be provided in-house or externally where needed
- To support the learning culture and ethos of the school.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.