



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Site Assistant**

**Closing Date: Friday 28<sup>th</sup> March 2025 at 9.00am**

**Required: From Easter**

### **Job Description – Site Assistant**

*This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the need change and opportunities arise.*

### **Job role**

Under the direction of the Premises Manager to assist in ensuring the Academy site and facilities are maintained, secure, safe and clean (buildings, grounds, landscape and facilities).

### **Safeguarding Responsibilities**

- Promote and safeguard the safety and welfare of children and young people;
- Support the development of collaborative approaches to safeguarding within the school;
- To comply with the school's procedures concerning safeguarding and to ensure that training is completed.

### **Pre-Employment Checks**

- Completion of a satisfactory Disclosure and Barring Service (DBS) check;
- A qualification check;
- At least two satisfactory references. One must be from your current, or most recent employer (for school based candidates, one must be from the head teacher);
- Online searches for shortlisted candidates (as advised by Keeping Children Safe in Education 2024);
- A medical questionnaire.

*Please note, that this post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on your application form of all offences, convictions, cautions or bind overs you have or any court cases that you have pending.*

### **Main Responsibilities**

- To assist in the planned and ad hoc maintenance and upkeep of the premises, the buildings, and the grounds;
- To undertake the direct repair of fabric, services and fittings within recognised competence levels, including painting, lock repairs and replacement, equipment repairs, glazing safety repairs and general holding repairs; collecting materials from suppliers to facilitate repairs;
- Under the direction of the Premises/Deputy Premises Manager, conducting health & safety monitoring and compliance checks, and taking appropriate action where necessary to ensure premises are fit for purpose and safe. This covers basic health & safety principles such as making safe doors etc, but also applies to: ensuring the maintenance of fire and other safety equipment of first aid and emergency equipment; ensuring the safe storage of any potentially harmful materials; ensuring that there is appropriate and effective signposting; performing basic tasks in accordance with the academy's legionella, gas safety policies;
- Opening up and locking up the school premises; to undertake site checks and ensure that the building is kept secure at all times;
- Performing stock takes; cataloguing equipment (asset tagging) and assisting in the creation and maintenance of a school asset register;

- As directed and guided by the Premises\Deputy Premises Manager, to conduct tasks identified in maintaining a programme of Planned Preventative Maintenance (PPM) in relation to mechanical, electrical, building and grounds maintenance, portering; to ensure the movement of furniture, supplies, etc., where required;
- Dealing with staff and contractor enquiries; facilitating access to the site by authorised persons;
- Facilitating the lettings operation and dealing with relevant enquiries;
- To ensure that the grounds, including the grass, beds and general areas are maintained to a high standard;
- Installing benching, fencing and other similar constructions;
- Emergency cleaning and litter picking;
- To attend training in order to be able to competently carry out the above duties;
- To work on own initiative, particularly during school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises/site; to provide appropriate information to line management and other school staff as required.

### **General duties and responsibilities**

- To keep the Premises Manager and other relevant Senior staff fully informed of all matters that they are involved in and initiatives they undertake;
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including training days;
- To take an active role in own professional development in line with performance management objectives;
- To ensure confidentiality is maintained at all times;
- To work in accordance with all Academy procedures and policies, to adhere to the professional code of conduct for staff and quality standards for all staff including smart dress code;
- To contribute to the day-to-day operations of the Academy;
- To promote the Academy's values and ethos;
- To promote actively the Academy's policies;
- To comply with the Academy's Health & Safety Policy and undertake risk assessments as appropriate;
- To attend relevant meetings as directed by leaders;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### **Health, safety and discipline**

- Promote the safety and well-being of students and staff.

## **Person specification for working at Langdon Academy**

***Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.***

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.