



Job Description & Person Specification Template

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| 1. JOB TITLE: | Site Assistant |
| 2. GRADE: | Scale 4 |
| 3. SCHOOL: | Cherry Lane Primary School |
| 4. RESPONSIBLE TO: | Site Manager |
| 5. RESPONSIBLE FOR: | Directly: None
Indirectly: None |
| 6. CONTACTS | Internal:
External: Suppliers |

Job Description

7. JOB PURPOSE

To be responsible, under the general supervision and direction of the Site Manager, Premises Support member and Senior Managers, working as part of a team, assisting in the maintenance and security of the site thereby ensuring a safe working environment.

8. MAIN DUTIES AND RESPONSIBILITIES

1. The security of the School buildings and grounds.
2. The maintenance and repair of fittings, furniture, minor plumbing, changing light bulbs, unblocking drains, repairing door furniture. This list is not intended to be exhaustive and may be added to as required by the Site Manager or Senior Management of the School.
3. The maintenance and decoration of certain aspects of the buildings, e.g. painting interior and exterior areas of the building.
4. Operation of heating systems for the Site.
5. The cleaning of internal and external areas of the site.
6. General portering duties as required.
7. Collect and assemble waste for collection.
8. The cleaning of windows and glazed areas in accordance with the School safety policy.

9. To keep a log of any works carried out by themselves.
10. To assist in establishing cleaning procedures, rotas and standards through hands-on supervision of cleaning staff in order to achieve efficient and required levels of service and cleanliness
11. To assist with ensuring that internal and external security requirements are followed by cleaning team
12. To cover for the key holder as required.

DUTIES

1. Security of Site and Premises

As delegated by the Site Manager.

- 1.1 Opening the School premises at an appropriate time when legitimate access is required. Deactivating the intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been disturbed or damaged.
- 1.2 Securing the School premises as required when its facilities are no longer required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises at all times.
- 1.3 Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- 1.4 Taking appropriate action regarding trespassers, including informing the Site Manager or Principal as appropriate.
- 1.5 Carrying out regular inspections with the Site Manager and Council to ensure that the School premises comply with Health & Safety requirements at all times, referring more serious matters to the Site Manager or Principal for action to be taken.
- 1.6 Supervising lettings, as and when they arise which will include:- Cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.
- 1.7 Maintain stock levels of all school stationary / exercise books and all cleaning materials and re-order as required with best value quotes. Refill and replace consumables e.g. soap/ hand towels/toilet paper etc.
- 1.8 Report faulty equipment to the Site Manager.
- 1.9 Support the School's Energy targets ensuring lights and other equipment are turned off as appropriate.

2. Maintenance, Repairs and Decoration

- 2.1 Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Principal for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements).
- 2.2 Undertaking any works subject to relevant Health & Safety regulations.
- 2.3 Undertaking repairs to existing fencing where necessary.
- 2.4 Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Site Manager or Principal, as necessary.

3. Heating and Mechanical Services

- 3.1 To have an understanding of heating and air conditioning systems. To be able to operate all heating and plant inclusive of air conditioning.

4. Cleaning and Care of Premises and Grounds

- 4.1 Manage and liaise with school and contract cleaners. Monitor the quality of work in the absence of the Site Manager.
- 4.2 Ensuring a supply of appropriate cleaning materials and basic equipment, ensuring the Site Manager is informed and to source and order replacements as necessary with best value quotes.
- 4.3 Undertake ad hoc cleaning duties as required by the Site Manager.
- 4.4 Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- 4.5 Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.
- 4.6 Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing these as necessary.
- 4.7 Cleaning windows and glazed areas both internally and externally as necessary.

5. **Porterage and General Duties**

- 5.1 Removing, laying out, stacking and transporting furniture and equipment within the School as and when required.
- 5.2 Assist with receiving goods, distribution of materials and other goods. Where required making appropriate arrangements for the despatch or collection of goods from the School.
- 5.3 Attending appropriate training courses as may be required from time to time.
- 5.4 Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the School sites and between buildings.
- 5.5 Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- 5.6 Completing accident report forms as necessary and cooperating with any third parties investigating an incident if the Site Manager is not available.
- 5.7 Undertaking other appropriate duties the Site Manager, or Head Teacher may assign in order to maintain the effective day to day operation of the premises.

6.0 **Working for the School**

- 6.1 You must be willing to attend all training courses and develop knowledge of basic plumbing, electrical and decorating repairs as required.
- 6.3 Willingness to gain awareness of COSHH regulations.
- 6.4 Have the ability to work as a member of a team and work as a positive role model.
- 6.5 Have the ability to relate well with children and adults. This list is not intended to be exhaustive and other duties will be required from time to time.

Criteria	Essential	Desirable
Experience & Qualifications		
N/SVQ Level 1 or equivalent experience or qualification or willingness to achieve this		V
Handyperson experience	V	
Health & Safety training		V
Skills/Abilities/Knowledge		
Carpentry, Plumbing, Painting and Decorating		V
Good Interpersonal Skills and an ability to relate and communicate effectively with staff, pupils, parents and contractors	V	
Good written and verbal literacy and numeracy skills, clear, legible handwriting	V	
Ability to keep neat and accurate records	V	
Ability to work flexibly as part of a team	V	
Ability to show initiative when appropriate	V	
An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible	V	
Experience of working within an education setting and around children		V
Able to work to deadlines	V	
Able to take direction from Line Manager	V	
Good standard of spoken and written English	V	
Personal Qualities		
Awareness of Health & Safety standards	V	
Awareness of child protection and safeguarding children	V	
Understanding and respecting the need for absolute confidentiality	V	
Adaptability and willingness to assist with other aspects of School life		V
Willingness to continue to learn and develop and train		V
Physical		
The ability to meet the physical demands of the post	V	
Equal Opportunities		
An understanding of and a willingness to promote equal opportunities	V	