

THE COLESHILL SCHOOL

JOB DESCRIPTION: SITE ASSISTANT RESPONSIBLE FOR MAINTENANCE AND REPAIRS

SITE ASSISTANT VACANCY

Contract: Part-time – 3 days per week (Monday, Tuesday and Saturday)
52 weeks per year contract

Hours: Alternate week shift pattern: 6.30am-2.30pm and 1.00pm-9.00pm on Monday and Tuesday.
Saturday: 8.30am to 5.30pm

Hours: 23.5 hours per week

Salary: Grade D, £18,065 - £18,426 pa FTE (actual salary £11,473 - £11,703 pa)

JOB SUMMARY

We are looking for a conscientious, hardworking and reliable person to join our busy Site Team. The successful candidate will have knowledge and skills relating to DIY tasks. The post includes general site maintenance, site security, janitorial duties, and general duties ensuring the smooth running of the school on a day-to-day basis. You will be an important part of the school team and must be able to relate well with students, staff and visitors.

MAIN PURPOSE OF JOB

- To provide skilled support to the Site Manager to help maintain high standards of care of grounds and buildings
- To demonstrate a proactive, hands-on approach, to maintaining school buildings and grounds where required
- To support the development and maintenance of a safe, tidy and well-maintained school environment
- To work with the school site team and wider ATLP Operations & Estates Team, under the direction of the Site Manager and ATLP Senior Site Manager
- To work a shift pattern including opening and locking of the school
- The cover of school lettings on a Saturday

Duties and Responsibilities:

1. **Support the maintenance of grounds and buildings. To include:**
 - Identify and undertake minor repairs and maintenance of buildings
 - Replacement of damaged fixtures and fittings
 - Minor carpentry work
 - Plumbing repairs, tap washers, taps, etc
 - Small repairs to wall finishing's, doors, etc

2. Support the improvement and maintenance of the school environment. To include:

- Maintenance of display boards, including the replacement of Perspex and other fittings as necessary
- Construction of shelving, furniture, etc
- Painting and general decorating
- General minor improvements and repairs

3. Other duties, to include:

- Support school events and open evenings, i.e. setting out rooms, ensuring environment is clean and tidy, etc
- Support the examinations process, preparing exam rooms, setting up desks and chairs and clearing away once completed
- General pottering duties and moving of furniture
- To be responsible for ensuring that the buildings are open at the commencement of the morning shift and / or that they have been secured at the end of the evening shift.
- To be a designated key holder for the site.
- Responsible for the security of the site, including the operation of security alarms and to respond to issues as appropriate.
- To ensure that buildings have been checked for vandalism and break-ins when opened at the commencement of the morning shift, taking appropriate action as required.
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all waste paper receptacles are emptied as necessary.
- Ensure toilets are adequately stocked with consumables
- Make main pathways safe after snow / frost, by cleaning / salting as appropriate.
- At the direction of the Site Manager undertake individual cleaning duties, including internal and external areas, as applicable.
- Be responsible for the prompt, safe, cleaning of all areas – ie spillages, bodily fluids
- To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. governing body, teaching staff, hirers, contractors).
- Support the evacuation of the site as necessary, i.e. fire drills
- Support the maintenance of external areas - eg gardens, grassed areas, fencing, hedges.
- Any such other duties as may reasonably be expected of you in this post or in a similar post within the school.

SUPERVISION RECEIVED

Supervising Officer:	Site Manager
Level of supervision:	Regularly supervised with work checked by supervisor Left to work within established guidelines subject to scrutiny by supervision. Plan own work to ensure the meeting of defined objectives.

SPECIAL CONDITIONS

- To, at all times, accept responsibility for safeguarding and promoting the welfare of children.



- To understand, familiarise self with, and abide by all school/ATLP policies, including, but not limited to, Health and Safety, Internet Code of Practice and Staff Code of Conduct.
- Observance of confidentiality relating to school information

REVIEW AND AMENDMENT

This Job Description will be subject to review in the light of new opportunities, needs and strengths, changes in technical, legislation or policy.

Person Specification

Role: Site Assistant

Education and Qualifications	Experience and qualifications in maintenance areas, ie. plumbing, carpentry, etc would be a distinct advantage.	AF/I
	A good general education	AF/I
Relevant Experience	Working within Health and Safety requirements and knowledge / experience of implementing safe working practices.	AF/I
	Demonstrable success at undertaking general maintenance tasks.	AF/I
	Experience of working in a school environment would be an advantage, but is not essential	AF/I
Knowledge & Skills	A knowledge of Health and Safety requirements and knowledge / experience of implementing safe working practices	AF/I
	Ability and experience of undertaking general plumbing and drainage repairs	AF/I
	Ability and experience of general carpentry repairs, ie door hanging, replacement of hinges and locks, window repairs, etc	AF/I
	Ability to undertake decorating work, including, painting, tile laying, etc	AF/I
	Experience of gardening work, fencing, grass cutting, hedge maintenance	AF/I
Interpersonal Skills	Excellent communication skills and the ability to positively relate to all school and Trust stakeholders	AF/I
	Honest and hard working	AF/I
	Ability to work as a member of a team and work on their own initiative	AF/I
	Demonstrate a proactive, hands-on, approach to maintenance tasks	AF/I

	Be courteous and act as a positive role model around school	AF/I
Other	<p>Ability to relate to and promote the ethos of the school.</p> <p>Willingness to undertake training as required.</p> <p>Excellent attendance and punctuality record</p> <p>To work on a shift basis as and when required for cover</p>	
Contra Indicators	Criminal convictions involving offences against children.	

Line Management: **Site Manager**