



GENERAL SITE ASSISTANT (JOB SHARE)

SALARY AND HOURS OF WORK

Scale B/C, Points 1-4

Average of 18.5 hours per week (0.5FTE) based on 2-week rota

52 working weeks per year

23 days holiday per year (increasing with length of service at 5 and 10 years)

During term time the school is open from 6.00am to 10.00pm and on Saturday mornings. The 3 General Site Assistants and the Resident Caretaker work shifts on a 2-week rota to cover the school during these times.

The General Site Assistant's term time work pattern would be 2 days one week and 3 days the next. The shifts would run from 6.00am to 2:30pm with one hour for lunch or 1:30pm to 10.00pm with a one hour break. The work pattern in school holidays would typically be 8.00am to 4.00pm with one hour for lunch, with some requirement for evening and weekend shifts to assist with Lettings.

The General Site Assistant will be required to work for at least part of the school holidays. Some annual leave will therefore be required to be taken during term time. The General Site Assistant would be expected to be in attendance to assist with the key days in the school calendar, for instance sport day and school open day.

MAIN JOB PURPOSE

The General Site Assistant's primary role is to work under the direction of the Premises Manager to provide practical support such as moving furniture, setting rooms up for activities and undertaking general repairs and maintenance.

MAIN DUTIES

Under the direction of the Premises Manager assist in providing general caretaking, building repair and maintenance and cleaning services as required.

- Set up areas for learning activities, assemblies and examinations.
- Provide general portage across site.
- Assist with day-to-day security activity.
- Assist with the provision of out of hours lettings at evenings and weekends.
- Assist in the monitoring of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- Liaise with contractors on site.
- Assist with general repairs and maintenance within own ability, including assistance with the rolling maintenance and decoration programs, always ensuring compliance with the health and safety standards.
- Assist the groundsman when required, this may include litter collection and clearing drains and gullies.
- Be aware of Health and Safety issues around the site and work in accordance with safe practice and health and safety legislation.
- Report to the Premises Manager safety concerns and items for repair.



Comply with all decisions policies and standing orders of the school including statutory requirements, Equal Opportunities legislation, Health and Safety at work Act, Data Protection Act and the Safeguarding of Children.

Performing other duties within the broad scope of the post as may be reasonably required by the Premises Manager, School Business Manager or Headteacher.

Accountability:

Responsible to: Premises Manager.

Daily liaison with: Premises Manager, Resident Caretaker, General Site Assistant, Reception and Groundsman

General liaison with: School Business Manager, Contractors.

The General Site Assistant has no formal line management responsibilities for other staff.