

## JOHN LEGGOTT COLLEGE

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Sites Assistant</b>
<b>REPORTS TO:</b>	<b>Site Manager</b>
<b>HOURS:</b>	<b>Minimum of 120 hours per academic year</b>
<b>WORK PATTERN:</b>	<b>Term time, as required, some early starts and late finishes with an average of no less than 3 hours per week</b>
<b>EVALUATED SALARY:</b>	<b>Scale Point 16</b>

#### **Purpose of the role**

To support the ongoing safety, efficiency and ongoing life of the college through undertaking a range of tasks on an ad-hoc basis.

#### **Key responsibilities**

##### **Premises lettings**

- To provide an out of hours service covering college lettings.
- To ensure full security of premises through unlocking and/or locking of college.
- To provide first aid support during out of hours events.

##### **Minibus services**

- To provide transport service for students at the beginning and/or end of the college day.
- To provide transport services, as required, for student trips.
- To maintain the minibus cleanliness both internally and externally.
- To advise Director of Finance and Resources of any mechanical, service or hygiene issues in relation to the minibus.

##### **Invigilation**

- Subject to college requirements, to provide invigilation support to the college through peak exam periods.

##### **Estates work**

- To support the Estates Team, as required, grounds work including litter picking together with hard and soft landscaping.
- To support Estates Team with the annual PAT testing.

**In addition to the above mentioned attributes the successful candidate will be expected to:**

- Have a flexible approach to working; the post will require early starts and late finishes as well as a substantial amount of lone working.
- To support the college in its strategic aims through ensuring a timely and efficient security of premises.
- To ensure the safety of students whilst being transported on behalf of the college to and from agreed pick-up points and on college trips.
- To take pride in the appearance of the college through providing support to the estates team and achieving cleanliness of the site as a whole and in particular for the minibus.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

***We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced CRB clearance.***

Employee signature: .....

Date: .....

Line manager signature: .....

Date: .....