

## Site Assistant

### Overview

**Job Purpose:** Supporting the Site Manager in maintaining the school site

**Reporting Line:** Site Manager

### Main Duties

This job description indicates the range of duties involved is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

- Control traffic on school premises especially during drop off and pick up times, as required
- Operate fire and burglar alarm systems, including key holder responsibility
- General maintenance, including painting and decorating; repairs to furniture, fixtures and fittings, including minor electrical equipment and plumbing; installation of minor fittings. Regular checks and maintenance of drains and gullies
- Pool maintenance
- Liaison with on-site contractors
- Some cleaning duties
- Moving furniture and equipment to set up for school events and functions
- Porterage parcels and equipment around the school
- Ensure that the external areas of the school are clean and safe to use
- Carry out regular Health and Safety and building inspections and maintain records of these
- Application of the school policies and legal requirements with particular regard to health and safety, risk assessments etc
- To be pro-active in approach to ensure that the school operates in a safe and efficient manner

### Qualifications

- Manual handling awareness (training provided)
- General Health and Safety knowledge
- First Aid Certificate (or willing to be trained)

### Experience

- Prior experience of working as a caretaker or similar maintenance role
- Experience or knowledge of working in a school environment ideal

### Skills

- Practical DIY skills to undertake maintenance and repairs around the school
- Good oral and written English skills
- Ability to communicate confidently and professionally with pupils, staff & parents
- Excellent organisational skills
- Flexible approach to work with the ability to re-prioritise as demands vary
- Basic IT skills including email

### Personal Attributes

- A commitment to safeguarding and promoting the welfare of children and young people
- Flexible working hours with occasional late evenings or weekends
- Physical ability to lift, carry, operate equipment etc (necessary training will be provided)
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Appropriate levels of personal presentation (uniform provided)