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|  | **Ely College**  **Site Services Assistant**  **JOB DESCRIPTION** |  |

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**Scale: Scale 3 Point 5 to 6**

**Hours:** 37 hours per week (covering Ely sites on a rota)

To work early morning/evening on an agreed working rota with occasional weekend or cover work.

**Weeks:** 52 weeks per year

**Responsible to:** Operations and Facilities Manager

**ROLE** To ensure the site and premises are safe, secure and well-maintained. To act as a key holder out of hours. To work on multiple sites within the Ely estate in line with Academy needs. (Ely College, Lantern and Downham)

**Specific Duties**

1. To ensure that the site, buildings, their contents and the grounds are opened each day and secured at the end of each day, including arming/disarming the security system.
2. To carry out maintenance and first line repairs within the scope of a competent handyperson and in a timely manner, reporting any repairs outside your capability so other arrangements can be made.
3. To ensure good housekeeping to prevent accidents around the site.
4. To ensure that all contractors are properly inducted on the site and their work is monitored to ensure that they are working safely and in accordance with their risk assessment and method statement.
5. Portering duties as required, including laying out furniture for assemblies, lunch, examinations and other timetabled activities.
6. To transport waste sacks to the skips when required and to inform the Facilities Manager when the skips are to be emptied.
7. To operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
8. To provide access to the College outside normal hours in the event of flood or similar emergencies, including being on call.
9. To use email and other computer packages to read/send messages and to produce/keep work records.
10. To ensure that the lesson bells can be heard in all areas of the College and are turned off during the holidays.
11. To ensure that the fire system is maintained and tested on a weekly basis, including a fire alarm test and battery replacement, for which training will be given.
12. To ensure that paths and car parks are clear of leaves or snow, sweeping or gritting as required.
13. Any tasks deemed necessary by the Facilities Manager

**Child Protection**

To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

**Ethos**

To help maintain good order and discipline among the students and to safeguard their health and safety, both on school premises and on any authorised trip.

**School Development**

Contribute to wider school developments

Participate in arrangements for the appraisal of your performance and that of other members of staff. Participate in arrangements for further training and professional development.

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*The job description is subject to review and may be changed following consultation with the post holder.*

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.*

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| **Person Specification** | |
| Skills and Aptitudes | Ability to use work tools safely, efficiently and semi-confidently  Ability to work quickly, accurately and with attention to detail  Ability to communicate written, verbal, email  Flexibility  Ability to adjust to the demands of shift work  Ability to prioritise and work to deadlines  Team player  To hold a full driving licence |
| Knowledge and Understanding | Handyman skills e.g. carpentry, plumbing, basic electrical competency  Understanding of the education sector |
| Education/Training | Evidence of some achievement at school/college  Good standard of literacy/numeracy |