



Job Description – Site Assistant

1. Set up and clear away at all school events
 - Assemblies
 - Ad hoc events
 - Large Scale events
2. Maintenance tasks as required
3. Assist St Mary's Association at events
4. Quick Reaction Tasks – such as spillages and broken equipment
5. School Holidays – Assist with major maintenance operations
6. Assisting at major school events – Open Day, Speech Day, Prep Sports Day (this involves some Saturday work)
7. This position may involve some mini-bus driving duties for which a D1 licence would be desirable

Person Specification – Assistant to the Site Manager

- Good team player
- An ability to be proactive
- Good sense of humour
- A willingness to get involved
- Flexible