

## JOB DESCRIPTION

**Job Title:** Site Assistant  
**Responsible to:** Site Manager

### Job Purpose:

To support general maintenance of premises, reporting damage under the direction of the appropriate senior staff within the Academy, assist in the provision of maintenance and security services on Academy premises and sites thereby ensuring a safe working environment.

To be responsible key holder and ensure security of the premises and grounds, its contents and safe custody of keys and that all areas of the academy are prepared for relevant use

### Principal Duties:

- Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the Academy and to set up furniture for the purpose of Academy events.
- To take deliveries of stores, materials and other.
- To carry out basic maintenance and repairs in the Academy, in accordance with the expectation of the Director of Finance & Corporate Services and Site Manager, reporting any safety hazards/unsafe practices in and around the building.
- To use all equipment in a safe manner and to ensure faults/incidents are reported to the appropriate member of staff.
- To undertake spring cleaning, including some high level cleaning at the end of academy terms and as required.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- To clear litter on a daily basis from academy grounds and playing fields.
- To carry out legionella tests and to appropriately document to verify works carried out.
- To regularly check the fire extinguishing devices and to record and sign off in the fire log book.
- To check, reinstate and sign off weekly call point checks and enter into the fire log book.
- To safely use the lift equipment (scissor lift etc) where necessary and adhering to working at heights regulations.
- To support and participate in the Academy Eco club, in particular recycling and arranging for collection of recycling waste.
- Assist the Site Manager with the testing and control of emergency lighting.
- Assist the cover of emergency call outs as instructed by the Site Manager.
- To undertake the role of 'lift operator' along with the Site Manager as detailed in the emergency evacuation procedures.
- Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.

### General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.

- To keep the Site Manager fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.