



SITE SERVICES ASSISTANT

GRADE	3 (pro rata dependant upon hours worked)
HOURS WORKED:	Part Time / Full Time (Minimum 20 hours) (Shift system Mon – Fri with 1 in 3 Saturday's) All year round
CONDITIONS OF SERVICE:	NJC for APT&C Staff

The Site Assistant is responsible to the Site Manager for a wide range of duties and responsibilities connected with the whole school site (buildings and grounds)

The post holder will assist with maintenance and cleanliness of the school buildings and grounds.

The post holder will operate with due regard to Health & Safety Policies and Legislation and will assist with the efficient and effective operation and development of the school site.

RESPONSIBILITIES

1. Maximise the potential of the School Site

- To support the Site Manager in ensuring the lettings take place in accordance with the school's letting policy and agreed contracts.
- To ensure all facilities required for any letting are opened and secured in a timely manner. Work to the Site Manager and school's schedule/calendar.
- Ensure that school facilities and equipment are respected and maintained.
- Liaise with other staff involved in the management and running of lettings as directed by the Site Manager.



Blue Coat

Church of England School
& Music College

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2. Personal Attributes

- The post holder will be expected to work within the guidelines and directions as given by the Site Manager and be able to plan and work around his/her given priorities.
- It will be necessary, at times, for the post holder to cover for colleagues' absence (sickness and/or annual leave) to ensure continuity of provision.
- Ensure all codes of conduct are followed by any contractors on school site, ensuring Health and Safety Policies and procedures are adhered to at all times.
- Work effectively with the Site Manager and Senior Site Officers to ensure the school site is safe and clean for its students, staff, visitors and hirers.
- Responsible for own emails and for the email tasks left in the shared area by the Site Manager
- To wear uniform that is provided by the school.

3. General maintenance of the School Site

- To ensure the opening and closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, community use, lettings, out of hours functions, maintenance and emergency services.
- To assist with minor repairs across the school site as and when required including carpentry, general plumbing and others.
- To liaise with and work under the instruction of the Site Manager when calling in professional contractors for work.
- To assist with any minor building and decorating work required across the school site.
- To assist with general repairs and maintenance when it occurs e.g. door closers, furniture, locks etc.
- Ensure that statutory building checks are carried out and ensuring they are carried out in accordance with the recommended target timescales, as dictated by the Site Manager.
- Carry out designated clean of the Site Team's office.
- Cleaning and disinfection of drains, gullies and gutters.
- Maintenance of grounds to include litter picking, weeding and pruning.

Under the direction of the Site Manager:

- To liaise with appropriate service providers for the undertaking of such work.
- Liaise with contractors prior to and during contract period ensuring they are aware of the asbestos register and follow all procedures including signing the school asbestos register.
- Undertake regular inspection of the buildings and grounds to identify damage, vandalism and normal wear and tear.
- Carry out regular designated building checks and complete the necessary paperwork to confirm check(s) have been carried out.
- Check repairs book, receive requests from staff, assist with the prioritisation of tasks and confirm progress of tasks as required.
- To report acts of vandalism to the Site Manager/Executive Business Manager/Headteacher and arrange temporary repairs as required.
- To regularly inspect for and removal of graffiti from fixtures, fittings, furniture and buildings.
- To maintain working relationships with the cleaning team and their representatives in order to maintain the high standard of service.
- To ensure that the cleaning team have access to areas of the site which are to be cleaned.
- To ensure all cleaning equipment is safely stored by the cleaning team.
- To report any problem areas to the Site Manager.
- To carry out litter patrols as directed by the Site Manager.
- Empty litter bins daily.
- To act as key holder in cases of alarm activation out of normal school hours.
- To ensure staff and student toilets are regularly checked and maintained to the highest standards.
- Carry out the safe movement of furniture and equipment within the school, with due regard to Health and Safety and Lifting and Handling regulations.
- Remove sickness and spillages promptly.



6. Use of the Utilities within the School

- To support in the promotion of the efficient use of fuel, electricity, gas and water:
 - Responsible for ensuring buildings are adequately heated;
 - Venting radiators and during heating season, check for burst pipes;
 - Ensuring the inside of convector heaters are litter free;
 - Cleaning the boiler house and checking the system for leaks;
 - To alternate the circulation pumps on a monthly cycle and record – BMS;
 - Responsible for ensuring lighting both internally and externally work satisfactorily. Replacing light tubes and bulbs, diffusers and starter units;
 - Clean light fittings and diffusers.
- Carry out timely preparation of rooms, halls etc. for assemblies, meetings, examinations and functions, and that rooms are returned to their normal operating condition thereafter.
- To report and take appropriate emergency action with all burst pipes, leaks, floods, fire and breakages as appropriate liaising with other colleagues to ensure minimum disruption.
- To ensure all electrical and gas emergencies are dealt with promptly, making safe initially by turning off the supply.
- To report all defects which would require specialist repair to the Site Manager and to arrange the repair thereafter if required.
- Synchronise clocks within the school when necessary.
- Subject to safety regulations, to undertake, with other site personnel redecoration of any area agreed as reasonable (i.e. classroom, stores etc).

7. Other Duties

- Take deliveries of post, stores, materials and other goods before and after school when the School Officer is closed.
- Carry out the distribution of goods to appropriate departments once they have been delivered. Delivery to departments is carried out using the procedures set by the school.
- Carry out the safe storage of goods delivered during school holidays.
- To attend and contribute to regular meetings with the Site Manager.
- Undertake such additional duties, which may be reasonably required by the Head Teacher/Executive Business Manager/Site Manager that are commensurate to the grade.
- To attend any training that is commensurate with the post and grade.

Blue Coat Church of England School and Music College is committed to safeguarding and promoting the welfare of children. Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.