



Job title: Site Assistant

Location: Bohunt Wokingham

Salary: Grade 4 A-E £27,780 - £30,564

Contract Type: Full Time/ Permanent - 37.5 hours per week/ Year-Round

Reporting to: Premises Manager

These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder annually and in accordance with the postholder's strengths and the strategic development needs of the school.

Generic Role Purpose:

To support the smooth day to day operation of the school by assisting the Site Team to take responsibility for the care of the School premises to provide a safe, efficient and effective learning and working environment for students and staff.

These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder annually and in accordance with the postholder's strengths and the strategic development needs of the school.

To have a proactive approach to keeping the buildings and grounds in excellent condition with a keen eye for high standards.

Organise the preparation of the site for major events, including Open Evening and lettings bookings. Be available for school events and external user events when needed.

Personal Qualities

- cheerful with a 'can do' attitude
- responsible, honest and reliable
- the ability to remain calm in an emergency, for example if there is a break-in or fire
- have good verbal communication skills to deal with staff, parents, visitors and children in a positive manner
- be reasonably fit and active

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Skills

- practical with good DIY skills
- understand safe working practices and health and safety legislation
- be able to interpret technical information
- be well-organised and capable of prioritising own work
- be happy to work alone or as part of a team
- be flexible and enjoy a varied routine - days can rarely be planned and the ability to deal with sudden changes whilst maintaining a good sense of humour is essential

Essential

- be prepared to work longer hours when the need arises

Hours

The role of Site Assistant is Monday – Friday throughout the year with a shift working pattern agreed with the Premises Manager. Additionally, a Site Assistant is required to be available when other school events are planned to assist in setting up and clearing away afterwards.

Some flexibility is required to work evenings and weekends to cover events and external bookings as required.

Training

Site Assistants will be required to attend meetings or training from time to time. In addition there are a number of online training courses including Child Safeguarding, PREVENT & Health & Safety that must be completed on a regular basis.

Site Team specific training will be given on all aspects of site security, the school alarm systems, our reporting systems and general building maintenance where needed.

Health & Safety

To respond to issues raised by the Governing Body, Headteacher or School Health and Safety Lead to ensure that the site remains safe.

School Policies

To comply with all school policies, including Health and Safety and Safeguarding.

Responsibilities

Security of the Site and Premises - Unlocking and locking school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, maintenance and emergency services (when required).

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Opening the school premises at the appropriate time prior to the start of each day, deactivating alarm systems, unlocking gates, external and internal doors, garages etc. checking that the premises have not been disturbed or damaged, switching on lights, checking room temperatures,

In liaison with cleaning staff, securing the premises at the end of each day. Checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, blinds are drawn, ensuring that all unnecessary lights and electrical equipment is switched off, locking all internal and external doors, activating intruder alarm systems, ensuring the safe keeping of all keys to the premises.

Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.

Deal with, or arrange to be dealt with, all electrical emergencies, making safe initially by turning off supply.

Ensure access for emergency services, assist as necessary, secure premises as required.

Providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies.

Informing the headteacher of the presence of unauthorised intruders on the school site and of any damage to, or theft from, the school premises or grounds without delay.

The Appearance & Good Order of the Premises

Ensuring that the site and premises, inside and outside, are clean and tidy, removing litter, collecting lost property, dealing with deliveries, furniture inappropriately placed; ensuring that all hard covered areas, entrances and paths of the school site are free from litter and the excessive accumulation of dirt or leaves; emptying and cleaning, on a regular basis, of all litter bins.

The Maintenance and Repair of the Site and Premises, Buildings, Fittings, Furniture and Equipment.

To ensure that installations are maintained to the highest standards. Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Liaising with the emergency services including call outs as required.

Inspecting the school site and premises on a regular basis, to identify the needs for repairs and maintenance. Undertaking minor repairs or improvements not requiring specialist skills and referring matters to the appropriate person if necessary, for remedial action to be taken.

Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as required. Checking on a regular basis for broken diffusers, shades, light switches, sockets, plugs etc. undertaking minor repairs or referring matters to the appropriate person for remedial action to be taken.

Undertaking repairs to existing perimeter fencing as necessary.

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Undertaking redecoration work not requiring specialist skills, as directed.

Ensuring proper access to and egress from the school site for workmen and contractors and directing them to the location of areas or items requiring repair or maintenance, monitoring the satisfactory completion of minor repair and maintenance works, referring matters to the appropriate person as necessary.

The appropriate person may be the headteacher.

The Operation of the Heating System - Acquiring an understanding of the heating system, ensuring that routine maintenance is undertaken as required.

Maintaining required temperatures in the school premises and ensuring an adequate supply of hot water through the proper operation of the heating system.

The Operation and Monitoring of the Health & Safety Policy throughout the School.

To ensure a good knowledge and understanding of the Health & Safety Policy; respond to reports of hazards and take appropriate remedial action; ensure warning notices are displayed as and when necessary and inform the School Premises Manager.

To carry out Health and Safety checks to ensure due diligence and mandatory requirements are met in a timely manner, escalating issues where required

Cleaning Products

Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.

Ensuring materials and equipment are returned to the appropriate storage area at the end of the cleaning session and that equipment is cleaned by the user prior to storage.

General Porterage & Other Duties

Removing, laying out, stacking and transporting furniture and equipment within the school, as required, with due regard to current Health & Safety and Lifting & Handling regulations, including preparations for and clearing up after activities taking place during normal school hours such as lunches, assemblies etc. and outside normal school hours, such as meetings and social occasions.

Taking delivery of goods, assist in unpacking, checking and storing cleaning materials and equipment. Courier duties as required by the Operations Leads.

Grounds and Garden Maintenance

Maintenance of flower beds & tubs – digging, weeding, planting etc.

Seasonal tidying of site i.e. after high winds the collection of branches and dead wood, leaves etc.

Repair fencing

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Preservative treatment to timber benches & fences

Pruning of low level branches, i.e. trees in orchard

To be available on snow days to ensure the site is clear from snow and safe for staff, parents and children to enter from 7am.

Clearing snow/ice from paths, as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate.

Sweeping stones from pathways

Maintaining equipment used, in accordance with manufacturers instructions.

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Person Specification

Criteria	Essential	Desirable
Knowledge, Experience, Ability	<p>Ability to carry out manual tasks required to cover the site with multiple buildings and outside facilities</p> <p>Basic understanding of IT/ ability to complete digital compliance checks</p>	<p>A relevant practical qualification or trade skill would be welcomed as well as someone keen on DIY</p> <p>MIDAS Minibus Driving</p> <p>Previous site experience/ working in a school</p>
Personal Skills/Qualities	<p>Good communication skills</p> <p>Punctuality - shifts are to start at the allotted time and staff will be expected to work through the shift to the agreed finish time</p> <p>Appearance – Bohunt site uniform to be worn during working hours. Uniform and PPE will be provided</p> <p>Customer service – offering high standards of service to all staff and visitors</p> <p>Autonomous working - ability to work independently within the job guidelines provided</p> <p>Ability to work well in a team</p> <p>Proactive approach to improving and maintaining standards</p>	

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