

Job Description

Title: Site Assistant (Part-time)

Grade: BR5 (£20,821 pro rata)

Department:

Section:

Post No:

Reports to: Site Manager

MAIN PURPOSE

To assist in all operations relating to the school's premises, providing a clean and safe environment for users of the buildings and grounds.

Duties and Responsibilities

- Carry out cleaning duties as required, including carrying out spot checks and emergency cleaning (spillages, bodily fluids, broken glass etc), and to replace toiletries as necessary
- Carry out minor repairs and routine maintenance to the buildings, including repairing broken furniture, boarding up broken windows, replacing locks, removing graffiti etc.
- Work with the Site Manager to ensure early opening of the site each day and required checks
- Carry out minor grounds maintenance work to areas as required
- Maintain all outside areas in a clean, tidy and safe condition, including picking up litter, unblocking drains and gullies, salting paths and play areas during freezing weather, clearing snow etc.
- Receive stock deliveries, distributing it as required, and to move and set out furniture and equipment as requested
- Operate the heating and ventilation systems, including checking temperature gauges, time clocks, meter readings etc., and to ensure the maintenance and operation of lighting, water supplies, drainage and other basic services
- Report all faults to the Site Manager, and liaise with contractors concerning repairs and maintenance
- Supervise contractors on site, monitoring their work and reporting on their performance as required to the Site Manager
- Regularly check that outside safety/security lighting, fire safety equipment, mechanical and electrical equipment are in good working order and to report all defects to the Premises Manager

- Collect or deliver items offsite as required
- Assist in the maintenance of records as directed, eg: PAT tests, fire alarm, security alarms, emergency lighting, meter readings
- Carry out all duties with due regard for Health and Safety regulations and to comply with the school's Health and Safety Policy
- Assist with practice of emergency procedures in accordance with Trust policy
- Ensure the security of and access to the premises at all times.
- To receive visitors and direct them as appropriate, eg: for adult education and other evening and holiday events
- To attend training courses as directed by the Site Manager
- To undertake any other reasonable duties, consistent with responsibilities, as required by the Site Manager
- Deputise for and assist the Site Manager as required

Administration

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Resources

- Ensure security, certification and safe storage of deliveries to school.
- Operate relevant equipment, eg fire equipment and heating plant.
- Responsible for security of valuable equipment and premises.

CONTACTS AND RELATIONSHIPS

Site Manager
 Headteacher
 Leadership Team
 Business Manager
 Administrative staff
 Teaching staff
 Contractors
 Trust Estate Manager

Date drawn up: