

JOB DESCRIPTION

**Job Title:** Site Assistant

**Scale:**  E (Point 7-11)

**Responsible to:** Business and Site Manager

**Purpose of Job:**

* To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities. Work flexibly as part of a team covering various hours and shift patterns, as and when required.

**Principal Responsibilities**

* To maintain the security of the premises and grounds in accordance with the specifications of the Headteacher and the Trust Board.
* To maintain the lighting and heating of the premises in accordance with the specifications of the Headteacher and the Trust Board.
* To ensure the premises are opened for use and securely closed when required in accordance with the specifications of the Headteacher and the Trust Board.
* Comply and promote all statutory regulations in relation to health and safety and fire regulations.
* Carry out duties and provide support across both academies as and when required.

**Main Duties**

Security

* Responsibility as key holder for opening and securely closing the buildings and premises as and when required.
* Maintain the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
* Monitor on-site traffic, when required, reporting any issues as necessary to school management.
* Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.

Health and Safety

* To attend appropriate ‘Health and Safety’ training courses when requested.
* To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
* Ensure that areas soiled by sickness are cleaned and disinfected immediately, and cleaning staff are informed to carry out a deep clean of the area.
* Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
* To undergo regular inspections of the site and report any changes in the conditions where asbestos has been identified to exist.
* To check water temperatures and make records on a weekly basis.
* To test and record fire alarm systems and emergency lighting on a weekly basis.
* Assist in fire drills once per term.
* To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
* To carry out first line repairs and maintenance where requested.

Assessments

* To act on the Building Assessments which would include electrical and mechanical.
* To carry out a risk assessment of the building(s) and grounds, identifying areas that could potentially cause a risk or accident.
* Making regular inspections of the premises and drawing to the attention of the Site Manager any repairs or maintenance work required at the site.

Personal Responsibilities

* Clean designated area and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where applicable.
* The maintenance of all floors as appropriate, including application of floor seals where not covered by contract cleaning specifications
* As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old florescent light tubes.
* Ensuring that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc) are available
* Ensuring that the premises / site is available for out of school activities on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use.
* Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
* Liaising with outside agencies including contractors, keeping records of all meetings and telephone calls.
* Exercising judgement in assessing and carrying out minor repairs.
* Work and co-ordinate with cleaning staff and contractors during the school holidays to undertake ‘deep’ cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.

Heating Systems

* Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
* The cleaning of all ‘M and J’ heater filters before the commencement of the heating season where required.
* Taking readings of electricity, gas and water meters on a weekly basis when required.

Grounds Maintenance

* To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
* Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required.
* Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean.

Other Duties

* Porterage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage.
* Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
* Report to Line Manager any malicious internal vandalism.
* Undertaking any other reasonable tasks as required by the Site Manager, Business Manager and Headteacher in relation to the building and site.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust Board.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of the Trust Boards records and information.

The Post holder must carry out their duties with full regard to the Trust Board’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The Post holder must comply with the Trust Board’s Health and safety rules and regulations and with Health and Safety legislation.