



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Peripatetic Site Assistant – Based at Josephine Butler Campus
SCHOOL:	Peripatetic
SALARY:	Band 5
RESPONSIBLE TO:	Site Supervisor – Josephine Butler Campus

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

To provide a proactive maintenance and caretaking service across school sites, ensuring buildings, grounds and facilities are safe, secure, compliant and well maintained at all times.

The role has a strong focus on practical maintenance, minor repairs, DIY, health & safety compliance, site presentation and operational support for the daily running of the school.

MAIN RESPONSIBILITIES:

General Maintenance & Handy Person Duties

- General Maintenance & Handy Person Duties
- Carry out planned and reactive maintenance tasks across the school site(s).
- Undertake general DIY and repair work including:
 - Basic plumbing repairs
 - Operation and maintenance of BMS systems on a large site, along with associated tasks.
 - Painting and decorating (one off annual payment applies)
 - Joinery and fixing work
 - Replacing fixtures and fittings
 - Changing light bulbs and minor electrical accessories where appropriate
 - Carry out inspections and minor repairs to doors, locks, windows, furniture and fittings.
 - Inspect and clear gutters, drains and external areas when required.
 - Identify and report larger maintenance issues requiring specialist contractors.
 - Use tools and equipment safely and appropriately in line with training and competence.

- Support heating and ventilation checks to ensure systems remain operational.
- Undertake periodic building checks in accordance with maintenance schedules.

Site Security

- Open and secure school buildings and grounds.
- Responsible for the security of a large, complex site/multiple sites and ensuring required access is available including opening and securing the premises and monitoring and administering CCTV systems.
- Carry out routine security checks including gates, doors, windows and alarms.
- Respond to emergency call-outs where required.
- Assist with operation of CCTV systems in accordance with Trust policies.
- Ensure compliance with Health & Safety legislation and Trust procedures.

Carry out statutory compliance checks including:

- Emergency lighting tests
- Water temperature monitoring
- Fire alarm checks
- Checking the hydro pool and recording results to ensure correct levels and backwashing
- Sprinkler testing
- Support fire evacuation procedures and site safety processes.

Grounds Cleaning Support

- Ensure external areas remain clean, safe and free from litter and debris.
- Empty bins and manage waste disposal appropriately.
- Carry out reactive cleaning duties when required.
- Ensure consumables such as soap, toilet roll and paper towels are replenished.

Porterage & Operational Support

- Set up rooms, halls and classrooms for assemblies, exams, parents' evenings and school events.
- Reporting damaged desks and equipment when found during room set up
- Move furniture, deliveries and equipment safely around site.
- Assist with receipt and storage of deliveries and stock.

Administration & Communication

- Use the Trust electronic estates management system to log and complete jobs. A mobile phone will be provided for this.
- Maintain records of statutory testing and maintenance activities.
- Report maintenance concerns promptly to the Director of Health & Safety and Estates.
- Work collaboratively with school staff, contractors and external agencies.

Additional Duties

- Ensure safe access around site during adverse weather including gritting and snow clearance.
- Liaise with contractors on site and ensure safe working practices are followed.
- Train and supporting school Lettings staff
- Look after the academy van
- Carry out periodic cleaning of all internal surfaces and cleaning at height using appropriate equipment
- Attend training and development sessions as required.
- Provide support across multiple school sites where necessary.
- Undertake additional duties appropriate to the grade and nature of the role.

WORKING HOURS PROPOSAL – Josephine Butler Campus

Hours are on a rotating 3 weekly shift pattern:

Early- 6am until 2pm

Middle- 10am until 6pm

Lates- 12pm until 8pm

Peripatetic Site Assistant's may be required to change shifts when working at a primary site, this is on a cover basis

All shift times will end 30 minutes earlier on a Friday

Out of term shifts will vary to one continuous block. I.e. 7am until 3pm

All working times can be adjusted with prior authorisation from the Director of H&S and Estates.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Peripatetic Site Assistant	Department: Facilities		Assessment Methods
	Essential	Desirable	
Experience	Experience in general maintenance, caretaking or facilities work	Experience working within a school environment	Application form
Skills & Competencies	- Basic DIY and repair skills - Ability to work independently and use initiative - Good communication and teamwork skills	Trade skills – Joinery, plumbing, multiskilled	Application form/interview
Knowledge & Qualifications	- Full UK driver's licence - Knowledge of health and safety procedures	- Health and safety qualification – IOSHH Managing Safely or equivalent - Knowledge of estates or maintenance management systems - Smartlog - Trade skills or maintenance qualification	Application form
Physical, mental and emotional demand	- Flexible approach to working hours and duties - Physically able to undertake manual handling and maintenance activities		Interview
Other			