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JOB DESCRIPTION

Post title: **Site Assistant**
Academy: **Oxclose Cluster (and other Academies as requested and necessary)**
Reporting to: **Premises Manager**
Salary/pay range: **NJC Scale 3, SCP 5-6 (£26,427 - £26,847 FTE), uplifted to £27,203 FTE £14.10 per hour in line with Real Living Wage**
Hours of work: **37 hours per week, all year round**

Job purpose

To support the effective operation and maintenance of both the secondary and primary academy premises and grounds, under the direction of the Premises Manager. The role involves working within the facilities team and alongside cleaning staff to help ensure a consistently safe, clean, and welcoming environment for students, staff, visitors, and other site users.

This position also requires flexibility to provide support across other academies within the trust, as needed.

Main duties and responsibilities

Premises & Buildings

- Conducts routine monitoring and inspection checks across the buildings and grounds and proactively identify and report hazards, repair needs, and areas requiring attention.
- Close out of maintenance requests from the Trust's help desk, ensuring timely resolution, accurate record keeping and clear communication upon completion.
- Support with contractors on site, ensuring compliance with contractual requirements and safeguarding policies.
- Safely undertake or arrange minor repairs and maintenance as requested by Academy staff and the Premises Manager.
- Support with waste removal and recycling, adhering to the academy's environmental and recycling policies.
- Support the academy with lettings and ensure appropriate cover is maintained.
- Ensure clean and safe buildings and premises by supporting with audits and monitoring of cleaning products and services to maintain high standards.
- Support with efficient porterage services, internal furniture relocations, event preparations (meetings, assemblies, lettings etc.) and receiving inward delivered goods and assist with unloading, storing and delivering as required.
- Partake in training to accurately record and monitor data (legionella, asbestos, energy usage, waste, etc).
- Support with the external site upkeep including litter picking, basic grounds maintenance and seasonal weather response to ensure a safe and tidy environment.
- Ensure high standards of cleanliness are maintained in all areas of the academy.
- Carry out routine cleaning tasks.

Risk Management, Emergency Planning & Health and Safety

- Support the Premises Manager from time-to-time in updating the MIS system, uploading documents and closing out tasks.
- Assist with internal and external risk assessments and health and safety audits and inspections.
- Assist the Premises manager with compliance inspections.
- Support and assist with the implementation of business continuity and emergency planning processes and procedures and provide feedback on the outcomes of testing contingency and emergency plans.
- Assist with regular inspections of fire safety equipment including portable fire safety equipment, fire alarm systems, emergency lighting, fire exits and signage.
- Attend Health and Safety meetings.
- Attend Trust-led training and premises meetings where required.
- Support the Premises Manager and Estates Team in gathering contractor information for the completion of contractor induction packs.
- Contribute to Trust initiatives and meetings in support of raising health and safety standards across the trust.

Security

- Ensure the daily locking/unlocking and general security of academy buildings, gates, windows, and doors.
- Act as keyholder where required, responding promptly and professionally to security breaches or emergency call-outs.
- Liaise effectively with emergency services (police, fire brigade, security services) when required.
- Ensure regular inspection and maintenance of security equipment including alarms, CCTV, locks, and fences.

Communication and Engagement

- Provide regular updates to the Premises manager on all activities undertaken.
- Promptly escalate complaints and high-risk concerns to the Premises Manager and/or the Estates Team.
- Ensure trust policies and good working practices are adhered to.
- Provide effective supervision and communication to cleaning teams.
- Receive and accompany visitors as requested and manage the collection and safe storage of parcels and goods.

Environmental Management

- Contribute to the effectiveness of Trust policies including waste management, energy efficiency, and sustainable practices.
- Promote Academy and Trust initiatives aimed at reducing environmental impact.
- Record utility meter readings weekly (gas, electric, water) and make necessary adjustments as requested.

General Requirements

- Demonstrate a professional, courteous manner when engaging with all stakeholders.
- Attend and actively engage in required training and development courses.
- Ensure compliance with trust policies relating to safeguarding, child protection, equal opportunities, confidentiality, data protection (GDPR), and freedom of information.
- Be prepared to work across the Trust if so required
- Support the Premises Manager and Estates team in engaging and rolling out initiatives and training.

- Wears protective clothing and ensures all equipment and tools are inspected before carrying out work.

Health and Safety Responsibility

- Comply fully with trust Health & Safety policies and procedures.
- Undertake health and safety training as required and provide emergency response support calmly and professionally.

Other duties

- Carry out any other duties in accordance with the expectations of a Site Assistant at the reasonable request of the Premises Manager and Estates Business Partner.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.