

ATLP JOB DESCRIPTION: ATLP Site Assistant

Salary: Grade 2 – Salary £18,562 - £20,493 per annum (actual salary £6,270 - £6,923 pa)

Two Gates School Base, Tamworth – Part time 12.5hrs per week (7am-9.30am Mon-Fri).

Hours in all roles are subject to flexibility and possible, occasional, weekend working (with prior discussion and agreement) according to school needs.

Main Purpose of Job:

To undertake general site maintenance and cleaning duties, including responding to emergencies and maintaining security at ATLP schools, as directed by the ATLP School Site Manager / Operations and Estates Managers / Operations and Estates Director.

Duties and Responsibilities:

- Opening up and locking of the sites, site security, general upkeep and maintenance of plant, equipment, buildings and grounds
- General caretaking and portering duties, including support for exams and special events.
- Assisting with emergencies that may arise on the premises.
- Liaising with contractors on site as requested by the Operations and Estates Manager/Director.
- Be welcoming, respond to and assist with enquiries from visitors, suppliers, students and staff.
- To be responsible for Health and Safety within areas of own responsibility as laid out in the Health and Safety Policy and as requested by the Operations & Estates team.

Security:

- Carry out security procedures for the school buildings and grounds, including setting of intruder alarms.
- Undertake routine and non-routine opening and closing of site, including checks to ensure the site is safe, clean and able to open and secure when closed.
- Take action to prevent trespass on the premises.
- Ensure unauthorised parking of vehicles does not occur.
- Act as a key holder, if requested, and respond appropriately to alarm company, police call-outs and other emergencies.
- Appropriate use of CCTV as directed.

Cleaning:

- Carry out cleaning duties as requested, including spillages etc.

- Ensure site is free from graffiti or any other unauthorised images, logos, artwork etc.

Maintenance:

- Be responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond own competence. Report damage as appropriate.
- Undertake repairs and maintenance as directed and appropriate to qualifications and experience.
- Maintain records of servicing and maintenance activity in support of Health and Safety compliance.
- Ensure all waste is disposed of promptly and in accordance with legislation.
- Use and action requests raised on the Trust's estates management system.
- Carry out procedures as required in the event of fire, flood, breaking and entering, accident or major damages.
- Provide emergency access in the event of snow or minor flooding and in other similar emergency situations.
- Ensure playing areas and paths are free from litter.
- Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages as necessary.

Health and Safety:

- Act upon any health and safety concerns, including the removal of hazards and notifying the Operations & Estates team when appropriate.
- Undertake routine checks and inspections as required by Health & Safety legislation, and as directed by the Operations & Estates team.
- Provide safe access during periods of inclement weather and emergency situations – including gritting access routes as directed.
- Supervise contractors while working on site to ensure a safe working environment.
- Ensure contractors are advised of emergency procedures and are given access to the Asbestos register and all other relevant health and safety records.
- Fully understand and be able to use the fire alarm system and undertake duties in the event of a fire activation.

Porterage Duties:

- Receive and distribute deliveries.
- Move resources, equipment and furniture as required by schools, including exams and events.

Lettings:

- Preparing for after-school activities and ensure accommodation is prepared for normal school use.
- Provide assistance to external hires and ensure external lettings operate within the lettings agreement and report any concerns.

Other:

- Assist the Operations and team in undertaking risk assessments.
- Comply with all ATLP trust policies and procedures.
- Any other duties commensurate with the grade and job role, as require by the ATLP Operations & Estates Manager/Director.

Supervision Received

Supervising Officer: Operations and Estates Manager

Level of supervision: ~~Regularly supervised with work checked by supervisor~~

Left to work within established guidelines subject to scrutiny by supervision.

~~Plan own work to ensure the meeting of defined objectives.~~

Special Conditions:

- To, at all times, accept responsibility for safeguarding and promoting the welfare of children.
- To understand, familiarise self with, and abide by all school/ATLP policies, including, but not limited to, Health and Safety, Internet Code of Practice and Staff Code of Conduct.
- Observance of confidentiality relating to school information.

Review and Amendment:

This Job Description will be subject to review in the light of new opportunities, school needs, changes in technology, legislation or policy.

Person Specification

1. Education and Qualifications

- Experience and qualifications in maintenance areas are not essential, but would be a distinct advantage – e.g. plumbing, carpentry, electrics, estates repair and maintenance
- A good general education

2. Relevant Experience

- Working within Health and Safety requirements and knowledge / experience of implementing safe working practices
- Demonstrable success at undertaking general maintenance tasks

2. Knowledge & Skills

- A knowledge of Health and Safety requirements and knowledge / experience of implementing safe working practices
- Ability and experience of undertaking general repairs and grounds maintenance
- Ability to undertake general decorating work
- Ability to manage administrative duties linked to the role and ability to use IT systems – eg for emails, word processing, spreadsheets.
- Willingness to undertake training to use any other IT systems linked to the role, to support Operations & Estates management.

3. Interpersonal Skills

- Excellent communication skills and the ability to positively relate to all school and Trust stakeholders
- Honest, reliable and hard working
- Ability to work as a member of a team and work on their own initiative
- Demonstrate a proactive, hands-on, approach to maintenance tasks
- Be courteous and act as a positive role model around school

4. Other

- Ability to relate to and promote the ethos of the school.
- Willingness to undertake training as required.
- Excellent attendance and punctuality record
- Flexibility, to work on a shift basis and as and when required for cover
- Own transport with business insurance cover.

5. Contra Indicators

- Criminal convictions involving offences against children.

Line Management:

**ATLP Trust Wide Support Role - ATLP Operations and Estates
Manager**

**Roles with a school base – ATLP School Site
Manager/Supervisor**