

### JOB DESCRIPTION

<b>POST TITLE:</b> Site Assistant	<b>Salary:</b> Grade 2 (NJC points 3-8)
<b>RESPONSIBLE TO:</b> Site Manager	<b>Hours:</b> the role may be full/time (37 hours) or part-time all year round

#### Key liaisons:

- Site Manager
- Site Team members
- School Leaders/staff
- Support Services Teams
- External Stakeholders

#### Location:

The role will be part of the Trust Central Services team and is based at a school site within the Trust. Occasional travel to another school may be required.

#### Job Purpose:

Manage and undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements. Ensure Trust policies, processes and procedures are followed at all times and that school sites are fully compliant with health and safety requirements. Ensure high quality service delivery is maintained at all times, using Every system for logging, and managing of jobs and for statutory recording. Work effectively with all internal and external stakeholders.

#### KEY RESPONSIBILITIES

#### Job Purpose:

Undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements as requested by the Site Manager, Regional Site Manager or Estates Manager. Ensure Trust policies, processes and procedures are followed at all times, with particular attention to health and safety requirements. Ensure high quality service delivery is maintained at all times, using Every system for logging, and closing of jobs. Work effectively with all internal and external stakeholders.

#### KEY RESPONSIBILITIES

#### Planned and Reactive Maintenance:

- Plan and carry out all daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:
- Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.

- Refer larger, more complex work where specialist knowledge may be needed to the Site Manager.
- Use electronic estates management system (Every) to manage jobs, including logging and closing of jobs.
- Inspect and clear drains and/or gutters when required.
- Support the Site Manager to ensure school heating systems are operational at all times.
- Support with basic vehicle checks and maintenance as required e.g., school minibus.
- Check and maintain school grounds ensuring these are safe for public use.
- Liaise with contractors carrying out work on site as directed by the Site Manager.

### **Security:**

- Carry out security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- Undertake routine and non-routine opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.

### **Cleaning and Waste**

- Carry out reactive cleaning duties when required - e.g., cleaning up spillages or cleaning graffiti.
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels)
- Litter clearance across site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.

### **Health & Safety**

- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Support reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Keep site clean, safe, and tidy at all times, including site staff work areas and offices.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.

### **Fire and Security**

- Check and operate the fire alarm system and undertake duties in the event of a fire evacuation.
- Support the Site Manager the preparation and maintenance of fire risk assessments for school site.

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

### **Porterage**

- Receive and distribute deliveries.
- Move resources, equipment and furniture as required by schools, including setting up for exams or other school events.

### **Additional conditions**

- The ability to work outside of the usual working day should the need arise. E.g., support with emergency callouts.
- Support planned school calendar events e.g. parents evening, after 6.00pm by flexible working, overtime, shift adjustment.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

**Person Specification**

<b>Values/Behaviours - the actions and activities that people do which result in effective performance in a job</b>		
We take ownership		
We work collaboratively with others		
We embrace and demonstrate a commitment to the One Trust vision		
We demonstrate a positive can-do attitude at all times		
We are solution focussed		
<b><u>Technical - the demonstration of specific skills, knowledge</u></b>		
Good communication skills, both verbally and in writing		
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business		
Experience of undertaking general tasks e.g., basic maintenance, painting etc.		
Experience of using Every system for logging and closing jobs		
Experience of working within Health and Safety requirements and knowledge and experience of safe working practices		
<b><u>Ability - the aptitude or potential to perform to the required standard</u></b>		
The ability to use a computer and technology or a willingness to undertake training to become competent at using technology as required for aspects of the role		
Ability to work with others as part of a school site team and the wider Trust team		
<b>Qualifications</b>		
Minimum of GCSEs in English and maths		