Job Description

Job Title: **Site Assistant**

Scale/Salary: Scale 3 (Point 5-6)

Hours: 36 Hours x 52 Weeks per Annum

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**Line Manager:** Site & Facilities Manager

**Main Objectives:**

* To support the Co-Headteachers in implementing the School Improvement Plan.
* To assist the Site and Facilities Manager in his/her day to day responsibility for maintenance of the whole school site in order to provide a safe, secure and healthy environment for students, staff, parents, visitors and other users.
* To ensure the school complies with all current legislation relating to site safety and management.
* To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.
* To maximise opportunities to identify and reduce the use of natural resources and the school's carbon footprint.

**Main duties and responsibilities:**

**Security**

* To maintain and keep under review the security of the premises, ensuring adequate security at all times. Ensure proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and regularly tested.
* To act as one of the main key-holders of the site, registered as such with the relevant emergency and other services.
* To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Co-Headteachers/School Business Manager (SBM).
* As key-holder, be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft, fire, flood and other emergency.
* To ensure that access to keys and the site is given only to authorised persons.

**Health and Safety**

* To liaise with the Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing the Site and Facilities Manager of any premises-related health and safety issue requiring attention.
* To maintain appropriate and adequate supplies of first-aid and infection control equipment and materials in accordance with Borough/school policy and guidelines.
* To take responsibility for arranging the maintenance of emergency equipment eg fire extinguishers and the proper storage and use of any harmful machinery or toxic materials.
* To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including, where appropriate, lifts.
* To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.

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**Site Maintenance**

* To assist the Site and Facilities Manager in developing a planned maintenance programme for the site.
* To undertake minor repairs and redecoration, as required, in accordance with agreed guidelines, using appropriate tools and equipment.
* In emergencies eg following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
* To keep under review, all aspects of repairs and maintenance of the site and to advise the Site and Facilities Manager on the need for minor and major repairs and maintenance.
* In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Site and Facilities Manager.
* To deal with service contracts eg pest control in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Site and Facilities Manager of any error or omission.
* To ensure effective lettings, that clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.

**Cleaning**

* To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by nominating the performance of contract staff against a contract specification.
* To undertake cleaning, as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
* To ensure that school/site playgrounds/car-parks are cleaned and maintained, including removing fallen leaves, litter and other debris and hazards and arranging for efficient refuse collection from the site.
* To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.

**Portering**

• To be responsible for ensuring the removal and porterage of furniture and deliveries  
within the school/site moving items with regard to health and safety guidelines on  
manual handling.

**Other Duties**

* Undertake all duties as required consistent with the objectives and/or duties of the post as delegated by the Site and Facilities Manager.
* Undertake training and development relevant to the post and in line with the school's developing profile.
* To participate in reciprocal skills transfer as part of the on-going development of a flexible team.
* Assist with the induction of new members of the Site Team.
* Support your Line Manager and colleagues as required, covering where necessary.
* Perform any other duties necessary to aid the growth and development of the post.
* Implement the Local Authority's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
* Support the school's commitment to safeguarding and promoting the welfare of children in school.
* Be familiar with and ensure compliance with all relevant Council and legislative requirements, as appropriate.

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* Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
* Promote the image of the school at all time.
* Contribute to the overall ethos, work and aims of the school

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Signed: Dated: ……………………………

December 2022

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