

Cleves School

Site Assistant – Job Description & Person Specification

Reports directly to Site Manager but also reports to Senior Leadership Team

Hours: 8.00-1.15pm, Monday to Friday, 40 weeks, term time plus 2 weeks but could be flexible with the possibility of additional school holiday working and overtime / extended hours. As well as the opportunity for additional hours to assist with lettings.

Salary: Scale 4 (£25,052 - £26,825. FTE £16,100 - £17,200)

Job Description

Purpose of the Job:

- To contribute to the cleanliness, safety and security of the school grounds and building, ensuring the overall upkeep of the site under the supervision of the Site Manager.
- To ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.
- To liaise with contractors where required on all aspects of access and all works
- To support use of the site, buildings and related resources by the community.
- Ensure that pupils have equality of access to opportunities to learn and develop, and that (working with SLT) community access and use of the site and buildings meets requirements of the Equality Act 2010 and related best practice.

Cleaning

- Daily, ensuring toilets are stocked with toilet paper, hand soap and hand towels where necessary.
- Daily, perform various cleaning duties in and around school such as the performance Hall and Sports Hall are always kept in a clean and tidy status.
- Litter removal including collect and assemble waste for collection
- Undertake cleaning duties as and when necessary (for instance: clearing bodily fluids, covering absence, graffiti removal, picking up of litter etc)
- Undertake specialist cleaning tasks

General Duties:

- Ensure general upkeep and maintenance of the premises satisfactory to the school's standard
- Organise and carry out various tasks as instructed by the Site Manager and/or Head such as any minor improvement/decoration/building/gardening projects/general maintenance and cleaning.
- Portering duties e.g. delivering mail, moving furniture and equipment and stock, setting up for events and assemblies.
- Maintain a high level of customer service
- Identify defects and record repair and maintenance requirements: This requires a proactive approach.
- identify problems and deal with them, sometimes things may crop up that are not in your direct job description, but if you can help, then this is the approach the school is looking for.
- Undertake appropriate repairs as necessary
- Keep records (logs) of repairs and maintenance
- Ensure that the school site is secure and well-maintained.
- Open up (and lock up the school site if required). Ensure that locking and unlocking procedures, including the operation of the alarm system, are followed if required.
- Manage authorised access and departure including outside school hours if required.

Safety and Security Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Ensure the safety and security of the school, its pupils, staff and visitors.
- Be fully committed to the School's safeguarding policies and procedures, undertaking regular staff training and reporting concerns as appropriate in accordance with local authority guidelines.
- Monitor the school gates in the morning and at the end of the day, when required.

Organisational Responsibilities

- Maintain confidentiality with regard to all school activities and interests
- Demonstrate & assist in the safe & effective use of specialist equipment/materials
- Attend all appropriate meetings e.g. site & buildings or Health & Safety Committee, as instructed by Head
- Attend and successfully complete any required training
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification

Other General Responsibilities:

- Ensure compliance of all health & safety policies & procedures
- Establish constructive relationships and communication with contractors and other agencies/professionals as needed
- Undertake other related duties as the Headteacher may reasonably require.

Person Specification

Experience, desirable:

- Experience in a similar role, preferably in a school environment
- Experience of DIY, building and maintenance projects, preferably in a school environment.
- Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)

Qualifications, desirable:

- First Aid Certificate
- Accredited Health and Safety Training
- GCSEs or equivalent in English and Maths

Skills and Competencies:

- Have strong oral and written communication skills
- Willingness to undertake induction training
- Willingness to participate in ongoing training relating to the role
- Willingness to gain first aid certificate (if applicable)
- Knowledge and use of moving and handling procedures including for heavy objects
- Ability to work as part of a team.
- Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff
- Ability to work to deadlines
- Ability to work on own initiative
- Ability to undertake general building maintenance
- Ability to demonstrate a practical approach to problem solving
- Ability to communicate well with adults and students
- Ability to respond calmly to emergencies

Other:

- DBS clearance

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.