

VALENTINES HIGH SCHOOL

Site Assistant - Job Description

Salary grade range	LBR2 Scale Point 11-13
Hours	36 hours per week, 52 weeks per year (Daily hours to be agreed)

To assist the Site Manager in the management, organisation and supervision of all matters relating to the school's premises, including the maintenance, security and management of services on school sites.

Duties and responsibilities

Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairs and decorating.
- To assist with cleaning, grounds maintenance and litter collection, clearing of snow, graffiti removal setting up/clearing for exams, assemblies etc.
- The collection of deliveries and portorage.
- Operation of heating plant, cooling and lighting systems.
- Collect and assemble waste for collection.
- Undertake emergency cleaning duties.
- Undertake routine 'client' tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance.
- Provide emergency access to the school site.
- Undertake activities to maintain safe and clean external environment e.g. gritting.
- Assist with the maintenance of school equipment following specialist training.
- To carry out handyman duties and report all defects to the fabric of the building. (Handyman duties are such jobs that are within the capability of the Site Manager to carry out and for which the appropriate tools are available in the school).

Security and Health & Safety

- To ensure the security of the premises and its contents (including operation of fire and burglar alarms and key holder responsibilities).
- To inspect the site on a daily basis in the context of Health & Safety and Fire Regulations.
- Lock / unlock school building and areas.
- Assist with regular security checks.
- To secure the site at the necessary times.
- To attend out of normal working hours any emergency situation which may arise.
- To test fire alarms and other statutory equipment/water tests on a weekly basis.
- To assist the Site Manager in the school's health and safety policy.

Tasks – Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables e.g. soap and towels etc.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.

Management Supervision / Lettings

- To assist the Site Manager in the performance of his duties.
- To monitor work carried out on the school site by other Council employees or contractors.
- To carry out administrative duties as necessary.

Responsibilities

- The Site Assistant as part of the school's caretaking team. He/she will maintain a close eye on the condition of the building.
- The Site Assistant will bring any matter of concern to the attention of the Site Manager or Deputy Site Manager.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies at all times.
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

Experience

- Handyperson experience
- Caretaking/cleaning/site-keeping experience in a school or similar environment.

Qualifications/Training.

- Willingness to undertake induction training
- Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification.

Knowledge/Skills

- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.
- Willingness to gain knowledge of health and safety procedures and precautions
- Knowledge of COSHH regulations.
- Awareness of health and hygiene procedures.
- Ability to work as part of a team.

- Willingness to use relevant equipment.
- Ability to relate well to children and adults.
- Willingness to gain knowledge of cleaning procedures required to meet specifies cleaning standards.
- Self-motivation.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school, including the covering team members.

Equalities

Ensure implementation and promotion in the employment service delivery of the Council's equal opportunities policies and statutory responsibilities.

The job description may be changed at any time after consideration by the Headteacher.