

Site Assistant – Job Description and Person Specification



POST TITLE: Site Assistant	WORKING HOURS: 10:30am – 6:30pm Term Time 8:00am – 4:00pm non-Term Time	GRADE: Scale 2 (Point 3-4)
RESPONSIBLE TO:		School Premises Manager
PURPOSE OF THE JOB: Under the supervision of the Premises Manager, the Site Assistant will contribute to the secure and efficient running of the school site and premises by providing cleaning, maintenance and site support where necessary. There will also be the necessity for occasional cover for other site staff during particularly busy periods, annual leave and absence. This may include evening and/or weekend working. To be an additional keyholder for the school premises and site.		
MAIN DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• To assist the Premises Manager and Site Officer to ensure that the school is secure, well maintained, adequately heated and that the environment is clean and safe for users.• With the Premises Manager and Site Officer ensure the effective and efficient implementation of school’s policies and the achievement of the school’s objectives.• To assist the Premises Manager and Site Officer in ensuring effective external and internal working relationships are established and maintained with contractors, organisations and agencies relevant to the work of the Premises Team.• To ensure effective and accessible communication with staff, service users, contractors, the general public and others, as appropriate.		
OTHER DUTIES AND RESPONSIBILITIES Security <ul style="list-style-type: none">• Responsible for ensuring the building and contents are secured.• To unlock or lock the school premises.• Provide access to the building (and grounds) to authorised persons at reasonable times.• Control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.• Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures. Health and safety, including cleaning <ul style="list-style-type: none">• Promote the safety and wellbeing of students, and help to safeguard students’ well-being by following the requirements of Keeping Children Safe in Education and the school’s Safeguarding and Child Protection policies.• Promote and ensure the health and safety of students, staff and visitors at all times.• Ensure compliance by self and others with all health and safety policies and procedures.• Undertake routine, emergency & specialist cleaning tasks, including the removal of bodily fluids, and cleaning of general spills, filters, drainage and down pipes.• Collect and assemble waste for removal, including recycling.		

- Undertake safety audits of the premises including risk assessments as required by the Premises Manager.
- Ensure that school pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintery conditions.

Maintenance and repairs

- Assist to create and maintain a safe, purposeful, orderly and productive working environment.
- In collaboration with the Premises Manager and Site Officer, assist in the operation of a preventative planned maintenance programme and routine inspections of the site, including buildings, fixtures, fittings, furniture, premises and grounds, in order to assess for minor works or repairs required to be carried out to maintain safe and satisfactory conditions.
- Maintain a constant awareness of the physical condition of the building, furniture and equipment and take appropriate steps to ensure maintenance and repairs when necessary.
- Identify defects and record any repair and maintenance requirements, keeping the Premises Manager, Site Officer and Business Manager informed.

Other duties

- Porterage duties as required, including deliveries, post, moving furniture and equipment, and setting up for meetings and school events.
- Support the Premises Manager and Site Officer in monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Ensure good housekeeping of site equipment and materials.
- Work flexibly when required.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values, vision and improvement priorities.
- Make a positive contribution to the wider life and ethos of the school.

Professional development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development opportunities to improve personal effectiveness.
- Embrace opportunities to develop the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Safeguard and promote the welfare of children and young people, and follow school policies, including the staff Code of Conduct.

Site Assistant – Job Description and Person Specification

Special conditions of service

The post-holder is required to be flexible in their working hours to ensure service delivery, including dealing with authorised evening and weekend working and responding to emergency calls outside normal site opening hours.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may occur from time to time.

PERSON SPECIFICATION

CRITERIA	QUALITIES	
	(E) – Essential Criteria	(D) – Desirable Criteria
Qualifications and training	<ul style="list-style-type: none">• Technical craft qualifications e.g. plumbing, carpentry or electrical (D)• First Aid Certificate (D)	
Experience	<ul style="list-style-type: none">• Successful recent experience working as a Site Assistant or equivalent (E)• Working effectively as part of a site team (E)	
Skills and knowledge	<ul style="list-style-type: none">• Good oral and written communications skills (E)• Ability to respond quickly and effectively to issues that arise (E)• Ability to use own initiative and take-action accordingly (E)• Attention to detail (E)• Ability to build effective working relationships with colleagues (E)• Understanding of data protection and confidentiality (E)• Understanding of safeguarding (E)	
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students (E)• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school (E)• Ability to work under pressure and prioritise effectively (E)• Commitment to maintaining health and safety at all times (E)• Commitment to safeguarding and equality (E)	

NOTE:

This job description and person specification may be amended at any time in consultation with the post holder.

Last review date: September 2023

Next review date: September 2024

Site Assistant – Job Description and Person Specification



Headteacher/line manager's signature:

Date:

Post holder's signature:

Date:

Safeguarding Statement

At Beatrice Tate School, we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.
