

Role	Site Assistant
Grade	2
Site	Please specify preferred location
Hours	Full-time and part-time vacancies available

1. Job Purpose

- 1.1 To assist (under the direction of the Site Manager) with the provision of security, janitorial and cleaning services at the school/college.
- 1.2 To be responsible (under the direction and support of the Site Supervisor/Manager) for the completion of repairs and maintenance of the school/college site and other associated tasks.

2. Key Responsibilities

- 2.1 To assist with the efficient and effective running of the site including organising grounds maintenance. (do you want them to organise it or supervise it – the G3 is also responsible for organising it?)
- 2.2 To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors to ensure access to appropriate cleaning areas.
- 2.3 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- 2.4 To supervise Cleaning Operatives where appropriate and allocate their work and ensure that work is completed in accordance with the specification.
- 2.5 To ensure correct completion and submission of time sheet.
- 2.6 To ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.

- 2.7 To be responsible (under the direction and support of the Site Supervisor/Manager) for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- 2.8 To carry out general portering duties for the establishment, within health and safety guidelines.
- 2.9 To ensure all outside steps, playgrounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily.
- 2.10 To ensure toilets are adequately stocked with toilet requisites.
- 2.11 To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.12 To perform regular checks to ensure fire alarms and all fire fighting equipment are in working order.
- 2.13 To make main pathways safe after snow/frost by cleaning/salting as appropriate.
- 2.14 To undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.
- 2.15 To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. governing body, teaching staff, hirers, centre managers of recreation and community services department and contractor's representatives)
- 2.16 To changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 3.35 meters.
- 2.17 To keep drain grids clean and free from debris and other litter on a daily basis.
- 2.18 To ensure the operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency.

- 2.19 To ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements.
- 2.20 To facilitate use of the site for polling purposes, for which extra payment for additional duties may be claimed.
- 2.21 To carry out minor repairs and maintenance to the buildings/grounds which are within the post holders capability. This excludes major building works.
- 2.22 Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- 2.23 To be responsible for the collection of litter from grassed and landscaped areas.
- 2.24 To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log – via Every online system.
- 2.25 To liaise with the Site Manager/Estates Lead/Headteachers regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects.
- 2.26 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.27 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.28 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.29 To adhere to the ethos of the school/college
 - 2.29.1 To promote the agreed vision and aims of the school/college.
 - 2.29.2 To set an example of personal integrity and professionalism.
 - 2.29.3 Attendance at appropriate staff meetings and parents evenings.
- 2.30 Such other duties as may be commensurate with the grade and nature of the job.

3. Supervision Received

Supervising Officer's Job Title: Site Supervisor and Site Manager

3.1 Level of supervision:

1. Regularly supervised with work checked by supervisor

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Good standard of literacy and numeracy	AF/C
Experience Relevant work and other experience	Experience and knowledge of Site/Cleaning works is desirable Have a working knowledge of Health and Safety and be able to follow defined risk assessments and site documentation	
Skills & Ability e.g. written communication skills, dealing with the public etc.	<i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i> Able to communicate with other members of staff, visitors and contractors. Ability to develop and maintain effective working relationships with a wide range of people Ability to undertake manual work and to perform tasks included in the job description Availability for call-out duties Willingness to wear protective clothing as supplied and ensure others required adhere to Health & Safety Flexible approach/attitude	
Training	Willingness to undertake further training as appropriate Eg, Training in COSHH, Fire Safety etc	
Other	Available for duty as necessary during opening hours of establishment	

Job Specification

Safeguarding	Enhanced DBS, <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.