



## **Weekend Site Assistant**

### **Job Description**

#### **Grade: GR2**

#### **1. Job Purpose**

- 1.1 To provide a clean, safe and secure environment for users of the school buildings and grounds outside of school hours.

#### **2. Key Responsibilities**

##### **2.1 General**

- 2.1.1 Security of the school's buildings and grounds
- 2.1.2 Key holder responsibilities.
- 2.1.3 Operation of the school's swimming pool and basic checks.
- 2.1.4 General portorage duties including movement of furniture and equipment within the school
- 2.1.5 Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- 2.1.6 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- 2.1.7 Meet contractors as directed by Site Manager.

##### **2.2 Specific**

- 2.2.1 The postholder will have responsibility for specific caretaking tasks and for specific areas of the school (swimming pool area) with lettings.
- 2.2.2 The role is specifically to open and close school for lettings purposes whilst carrying out basic site responsibilities.

- 2.3 To undertake appropriate professional development including adhering to the principle of performance management.



- 2.4 To adhere to the ethos of the school
  - 2.4.1 To promote the agreed vision and aims of the school
  - 2.4.2 To set an example of personal integrity and professionalism
  - 2.4.3 Attendance at appropriate staff meetings
- 2.5 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3. SAFEGUARDING**

- 3.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- 3.2 To ensure all tasks are carried out with due regard to Health and Safety
- 3.3 To adhere to the ethos of the School and Academy Trust

**4. Supervision Received**

4.1 Supervising Officer's Job Title: Site Manager

4.2 Level of supervision: Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines.
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

**5. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**6. Special Conditions**

None



## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Desirable	MOA
<b>Experience</b> Relevant work and other experience	Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation of work.	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	Good time management and organisational skills.  Self-reliant. Able to motivate self and staff. Able to communicate with other members of staff, external contractors and members of the public. Flexible approach/ attitude. Able to deal with emergency situations. Able to accept instructions from Site Manager as appropriate.	AF/I
<b>Training</b>	Willingness to undertake training relevant to the role, including Pool Operation	
<b>Other</b>		AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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