



DRAFT JOB DESCRIPTION

JOB TITLE:	Site Assistant
GRADE	Grade C
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	Shifts – See Notes Below
BASE:	Site Office

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Senior Site Manager (day to day direction)

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the Senior Site Manager – Site. Qualities of flexibility and a willingness to provide quick and efficient service are required.

MAIN RESPONSIBILITIES/ACCOUNTABILITIES:

Under the direction of the Headteacher and the Senior Site Manager, and in accordance with the practices and procedures of the School, the Site Assistant will be responsible for the following tasks:

- Open and close the School, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as agreed between the Senior Site Manager and the Headteacher and ensuring that all keys are secured in site office prior to the end of shift.
- Operate space booking systems. Ensuring diary is updated to reflect new booking and de-conflict bookings where required by liaising with Senior Site Manager and venue users.
- Monitoring the schools fault reporting system completing tasks as required. Updating fault reporting systems regarding progress of jobs and completion of work.
- Monitor standards of grounds maintenance and report any observations to the Senior Site Manager, or in the Senior Site Manager's absence, to the Trust Estates Manager.
- Ensure that:
 - i) the grounds and hard areas remain tidy by removing litter and hard areas remain clean by

- sweeping and hosing;
 - ii) drains and gullies are kept clear of blockages;
 - iii) accessible gutters are checked and cleared.
- Undertake a range of horticultural and grounds maintenance as required or directed by the Senior Site Manager.
- Under the direction of the Senior Site Manager clean and complete a full maintenance check regularly (at least weekly) the school minibuses, including administrative procedures.
- Check the minibus diary daily and ensure that minibuses are taken out of the garage and refuelled as necessary in time for the bookings and their condition checked and recorded.
- Ensure that any minibus damage or mechanical problems are reported immediately and arrangements are made for the necessary repairs.
- Intercept intruders/trespassers and when not possible alert the Police.
- Carry out the movement of furniture and equipment within the site. Assist with the checking off and distribution of items delivered to the site, as required.
- Act as a 'keyholder' as directed by the Senior Site Manager.
- Be a phone holder for after hours and call outs as necessary.
- Undertake any necessary action as directed by the Headteacher, Trust Estates Manager or Senior Site Manager in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Issue soap, toilet rolls and paper towels and such other items as required by the School
- Service lettings and carry out caretaking and minor maintenance, repair and redecoration tasks during that time.
- To carry out health and safety checks such as emergency lighting and legionella tests and to record that tests have been carried out (All training will be provided).
- Monitoring the site for its safe use by all.
- To undertake any training (including E learning) that is required to fulfil the role.
- To act responsibly and safely whilst carrying out all duties as part of the day to day role.

ADDITIONAL RESPONSIBILITIES

- Carry out minor repairs, maintenance and redecoration on the School site, including painting, plumbing, carpentry and plaster repairs, as directed.
- Detect and report any building defects to the Senior Site Manager and, in the Senior Site Manager's absence the Trust Estates Manager.
- Direct contractors to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired.
- Check and sign the Asbestos register prior to undertaking any penetrative work on buildings raising Asbestos problems with the Senior Site Manager as required.
- Ensuring that all contractors have checked and signed the Asbestos register prior to undertaking work on site.
- Set, test and operate the fire and intruder alarms on a regular basis.
- Take responsibility when on duty for the operation of systems required for the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, fire fighting equipment and alarms
- Deputise as required for the Senior Site Manager
- Maintain systems for monitoring the cleaning, e.g. checklists, spot checks, etc. and ensure that these are being complied with and completed accurately where appropriate.
- Clean areas of the school as assigned or required by the Headteacher, Trust Estates Manager or Senior Site Manager.
- Clean windows and frames inside and outside, where accessible.
- Maintain a full, clean driving licence and undertake MIDAS training.

- Drive the minibus as required, including the transportation/collection of pupils, etc. and the collection of goods.
 - Carry out such other duties as may reasonably be required by the Headteacher, Trust Estates Manager or Senior Site Manager.
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NOTES

- Hours of work are 37 per week. The post holder will be expected to work rotating weeks between 6.00am and 2.00pm, 8.00am and 4.00pm or 2.30pm and 10.30pm Mondays to Fridays, inclusive of a lunch break of 36 minutes which may be taken at times to be agreed with the Headteacher and Senior Site Manager.
- Saturday morning overtime to be worked on a rota basis.
- Some overtime may be necessary from time to time to cover lettings and school functions. The hours of work may be subject to change during school holidays and where the Headteacher considers it necessary to meet operational requirements.
- The post holder is required to provide cover in the absence of one of the Site Assistants' by adjusting normal times of working.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Senior Site Manager, HR Manager and Headteacher to enable records to be kept.
- Holidays can be taken during term time. Dates will be agreed in consultation with the Senior Site Manager and Headteacher.
- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- The post holder may be required to support any of the schools within the Trust, notice and support will be provided where possible.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Senior Site Manager.

Date Prepared:	4 th May 2021
Prepared By:	Craig Twyman, Trust Estates Manager
Date Reviewed:	17 th June 2022
Reviewed By:	Craig Twyman, Trust Estates Manager