



JOB DESCRIPTION

JOB TITLE: Site Team – Site Assistant

Purpose:	To provide logistical support to staff and students in the setup of school activities on site. To ensure a safe, functional working environment across the school site for all users. To contribute to the site duties detailed below, including shift and call-out requirements. To be flexible in the nature of the duties, cover, emergency arrangements and work periods to meet the operational needs of the school.
Reporting to:	Site Manager, Business Manager
Responsible for:	
Liaising with:	Site Manager Business Manager SLT Staff Contractors and external agencies
Working Time:	37 hours a week Full Time
Salary/Grade:	Grade 4 Point 6-8
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	June 2023



MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Site- Premises Assistant are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</p>	
Support for Staff	<ul style="list-style-type: none"> • To attend and contribute to team meetings as and when requested. • To assist the Site Manager in the planning, supervision and delivery of all building work including projects undertaken by contractors ensuring that a full and complete Site Induction is undertaken, as well ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc. • To communicate all premises and related H&S issues to the Site Manager, in an appropriate and timely manner. • To undertake essential maintenance work in accordance with requests submitted by members of staff via the every system.
Support for Students	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young persons who you are responsible for or come into contact with. • To transport students, staff or supplies in the school minibus, when required.
Administration	<ul style="list-style-type: none"> • To report and prepare information on defects, improvements and repair and maintenance work required to be listed for future action, with particular reference to meeting health and safety requirements. • Maintain Health and Safety logs and checks as required.
Other related duties	<ul style="list-style-type: none"> • To ensure that the premises are unlocked and locked for the working day, lettings and all community learning programmes including out of hour functions as required. • To carry out security checks as required and ensure that all security systems are set at relevant times. • To respond to emergencies, including severe weather, affecting the school premises outside normal hours. • To assist the Site Manager to ensure appropriate signage is displayed at all times. • To ensure that the site is kept free of litter and graffiti, and that emergency cleaning duties are carried out during the day. • To assist with the movement of furniture and equipment as and when necessary, including setting up for examinations, school functions, productions etc. • To provide first line maintenance and minor works, including painting, decorating, fixing shelves, taps, locks and other tasks within the individual competencies of the team, also maintaining the school grounds, including grass cutting, hedge trimming, gardening etc.



	<ul style="list-style-type: none"> • To manage and maintain the stores area, ensuring all goods received are properly logged and distributed to the correct staff in a timely manner. • To use available resources efficiently and effectively. • To apply health and safety related good working practice at all times. • To proactively manage and minimise risk within all areas of responsibility. • To comply with school policies including child protection, health and safety and equality and diversity at all times. • To ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate. • To check the operation of the boiler / heating plant and ensure that the premises are heated appropriately. • To assist with the monthly readings for all utilities ensuring they are monitored on a regular basis. • To respond to any other responsibility reasonably requested by the school. • To drive the mini-buses as per the needs of the school. • To work with the Premises Manager to ensure all mini-buses meet Health and Safety requirements and are checked accordingly to school protocols.
<p>HEALTH AND SAFETY</p>	<ul style="list-style-type: none"> • To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others. • To report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements. • To assist with the Asbestos Register review ensuring the documentation is up to date at all times. • To assist the Site Manager in carrying out all required yearly, quarterly, monthly and weekly testing, following procedures required by the Business Manager, including the following; <ul style="list-style-type: none"> ○ Legionella, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, fixed wire testing, etc • To work closely with the Site Manager to monitor all contracts for servicing and inspection to comply with legislation, making reference to the policies of the School and relevant protocols and procedures. • To maintain all records for the above ensuring that all documentation is available for review by the Site Manager. • To assist the Site Manager with a proposed plan of work to address issues raised following receipt of specific surveys undertaken by the external bodies. • To assist with the maintenance of appropriate Health and Safety procedures, relating to all work undertaken by site services, grounds, cleaning staff in line current legislation.
<p>Essential Skills & Qualification</p>	<ul style="list-style-type: none"> • A good working knowledge of Health and Safety. • An ability to work under pressure, without supervision and to prioritise own workload. • A relevant qualification in an appropriate trade or at least a good range of basic building maintenance skills. • A full driving licence. • Access to own transport. • IT literate.



Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience.
Practical Skills	<p>Able to develop and maintain close links and work effectively with staff both within and beyond the school</p> <ul style="list-style-type: none"> • To be able to gather information and produce reports. Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
Staff Development	<ul style="list-style-type: none"> • To take part in the school’s staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process. • To take responsibility for own job-related and personal development by participating in any relevant in-service training and undertaking appropriate personal and professional development activities.
<p>EMPLOYEE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school’s corporate policies. • To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meetings its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 	



SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Chosen Hill School operates a No Smoking policy.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Assistant Head, Resources) **Date :** _____

June 2023