



JOB DESCRIPTION

Job Title:	Site Assistant
School:	Talbot Primary School
Salary Grade:	HET Poole Grade D
Responsible to:	Site Manager

Main Job Purpose

- 1) Assist the Site Manager in the day-to-day security, safety, cleanliness and general maintenance of the school site.
- 2) Ensure that the school premises, including outside areas, are maintained in a clean and tidy condition that meets agreed standards.

Main Responsibilities and Duties

- 1) Assist the Site Manager in ensuring security of the site and its contents, in accordance with school arrangements.
- 2) Assist in undertaking routine maintenance of heating, drainage and water services, reporting faults to the Site Manager.
- 3) Under the direction of the Site Manager, undertake handyperson tasks associated with the maintenance of the premises and site, including external hard surfaces, fixtures, fittings, furniture and equipment.
- 4) Assist the Site Manager in carrying out inspections in accordance with the school's Health and Safety policy.
- 5) Undertake portering duties including receipt and dispatch of goods, materials and waste, and any necessary storage and distribution.
- 6) Replenish toilet requisites as required, including paper towels, soap, toilet paper etc. Report any faults in electrical appliances such as warm air dryers to the Site Manager or relevant school manager.
- 7) Carry out any designated cleaning and maintenance of allocated areas of the premises, including fixtures, fittings and equipment, and any special cleaning and treatment of surfaces as required to an agreed standard.

- 8) Undertake day-to-day care and maintenance of school cleaning equipment and machinery, and report faults.
- 9) Be responsible for taking delivery of stores, goods and equipment, and arrange storage or distribution, as required.
- 10) Under the direction of the Site Manager, arrange regular checks on the fire alarm system and fire extinguishers and report any problems arising.
- 11) Assist the Site Manager in the day-to-day operational responsibility for all security activity within the site.
- 12) Respond to emergencies such as floods, illegal entries and fires.
- 13) Receive and direct visitors as and when required, including contractors and tradespeople.
- 14) Support the Site Manager in identifying and resolving Health and Safety issues around the building, and work in accordance with safe practice and Health and Safety legislation.
- 15) Report any problems/incidents to the Site Manager or relevant school manager.
- 16) Respect any and all confidential relationships.
- 17) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 18) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Act (GDPR).
- 19) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

Supervision and Management

- 1) No supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) No formal qualifications required.
- 2) Experience and sound knowledge of buildings and associated trades is essential.
- 3) The post holder must possess approved certificates in the use of any specialist machinery.

- 4) Relevant Manual Handling training, Control of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

Creativity and Innovation

- 1) Identify and respond to any problems arising from machinery and equipment breakdowns, or other incidents occurring inside or outside school hours, under the general direction of the Site Manager.
- 2) Handyperson duties will require some creativity to mend, repair and build facilities for the school, but this is under the direction of the Caretaker/Site Manager.
- 3) Assist the Site Manager in identifying and resolving health and safety hazards on the school site.
- 4) The post encompasses a range of tasks involving application of readily understood rules, procedures or techniques.

Contacts and Relationships

- 1) Maintain regular contact with the Site Manager and relevant school manager to report on routine site management issues. Provide information to assist the Site Manager in management of the school site.
- 2) The post holder may have occasional contact with other staff members, pupils and parents when reporting on issues related to site management.
- 3) Adhere to Health and Safety procedures.

Decision Making

- 1) Decisions will be made on the best approach to routine handyperson work, and on making recommendations on arrangements for repairs to be carried out as authorised by the Headteacher or relevant school manager within agreed school policies and procedures.
- 2) Identify health and safety hazards and work with relevant school manager to ensure the health and safety of all site users.

Resources

- 1) Responsibility for resources such as cleaning materials and equipment used on a regular basis. Responsibility for safe storage of equipment. May have some responsibility for petty cash.
- 2) Overall responsibility for the site rests with the Caretaker/Site Manager, and ultimately the Headteacher.

Working Environment

- 1) Handyperson duties may result in working in dusty conditions with machinery and tools. In addition to normal cleaning duties and use of equipment such as buffing

machines, some lifting may be required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

- 2) Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including the cleaning up of bodily fluids.
- 3) The post will require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

Updated: May 2019

PERSON SPECIFICATION

Job Title:	Site Assistant
School:	

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience in a similar role or within the field of buildings and/or associated trades 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • COSHH certificate, or willingness to work towards • PAT testing qualification or equivalent experience, or willingness to work towards • Basic numeracy, literacy and ICT skills 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to be flexible and use initiative • Ability to problem-solve • Ability to prioritise a varied workload • Ability to work with minimal supervision • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety guidelines and good practice • Knowledge of site maintenance and improvements • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated • Desire to facilitate the smooth operation of the school • Commitment to ensure that the school site and buildings promote the safety and wellbeing of pupils and other staff, in accordance with Health and Safety legislation 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process