



Job Description

Post Title:	Site Assistant
Responsible to:	Estates Manager & Site Supervisor
Working hours:	Part time (20 hours per week) 1330 - 1730 (Flexibility required)
Salary/Grade:	Non-teaching staff pay scales (Grade 3)

Purpose

To support the Site Supervisor with the following:

- Maintaining a safe, clean and hazard free environment.
- General repairs and maintenance of the school and Trust sites.
- Proactively preventing any Health and Safety risks within the school and Trust.
- Upholding site compliance and ensure activities are carried out in line with school and Trust requirements.
- Supervise and assist cleaning staff.

Specific Duties

- Undertake the opening/closing of school premises, including gates, doors, fire exits etc for the purpose of school use, lettings, out of school activities, maintenance and emergency services, as required.
- Carrying out security procedures for school buildings and grounds, reporting any issues to line manager. The post holder will be a key holder for school and Trust, especially in an emergency to provide access to buildings.
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to line manager.
- Carry out general maintenance to an excellent standard across the school and Trust sites.
- Report all defects which require specialist repair.
- Liaise with visitors/contractors to the site regarding site matters.
- Deal with and clean spillages, breakages and bodily fluid (sickness) incidents as required.
- Ensure external areas of the school (including drains and gullies) are kept clean, clear and safe for use.
- Deal with deliveries of stores materials and other goods, ensuring correct delivery to areas within the school as instructed.



- The Site Assistant is responsible for ensuring the safety of staff, visitors, and vehicles by carrying out effective winter gritting operations. The role involves monitoring weather conditions and treating pedestrian walkways, car parks, and other external areas to prevent ice formation and maintain safe access.
- Move items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.
- Set up and clear away school hall for sessions such as assemblies, lunch and end of day. Set out chairs/benches and undertake removal at the end of each session.
- Ability to undertake the physical demands of the role, including lifting, carrying and pushing equipment.
- Demonstrate flexibility to meet the operational needs of the school and Trust.
- Undertake any other duties which may reasonably fall within this role.

Other Responsibilities

- Attend any meetings as required.
- Participate in any training as required.
- To represent the school in a professional manner, meeting the Trusts aims and objectives.
- Be aware of and comply with policies and procedures relating to, but not exclusively child protection, health and safety, security and data protection. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- Report concerns to the appropriate person.
- Contribute to the overall ethos, vision and values of the Trust.
- Always have due regard to safeguarding and child protection procedures.

Special Conditions

- This post is subject to the DBS checking process. The school is an equal opportunity employer and is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be appointed subject to reference and DBS checks.
- The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Personal Qualities & Attributes



- Have a commitment to the safeguarding of children and promotion of their well-being at a level appropriate to the role.
- Proven track record of high attendance.
- Honest and reliable.
- Able to relate well with children and young people.
- Ability to work with minimum supervision and manage workload effectively.
- Ability to work proactively to ensure a smooth running of the site.
- Calm and patient under pressure.
- Flexibility regarding working hours is essential.

Person Specification

A. Qualifications and Experience

Attributes/Qualifications	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Relevant experience of caretaking duties Carrying out, and being competent in, basic repairs and maintenance (DIY)	E	A/I
Must be able to consistently demonstrate they are numerate and literate	E	A/I
Willingness to undertake training as required	E	A/I
Able to understand and apply regulations such as Health and Safety/ Manual Handling	D	A/I
Ability to operate electrical/ mechanical systems	D	A/I
Experience of working in a school environment	D	A/I
First Aid at Work qualification or willingness to undertake.	E	A/I

B. Skills and Abilities

Ability to work to required standards and agreed deadlines	E	A/I
Ability to use IT systems, use of email, electronic documents and relevant building maintenance software	E	A/I
Ability to develop and maintain effective working relationships with a range of stakeholders	E	A/I
Ability to secure the schools building and site	E	A/I

C. Other attributes

Commitment to the Trust's mission, vision and values	E	R
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Excellent communication and interpersonal skills	E	R
Ability to communicate with school staff and others are required in a polite, courteous manner	E	R
Must be reliable, punctual, conscientious, cooperative and honest	E	R
Ability and willing to participate in shift pattern	E	I
Can do attitude	E	R
To actively promote and LA's commitment to safeguarding and promoting the welfare of children and young people	E	R
Good knowledge and understanding of Equality and Diversity	E	I