

Job title	Site Assistant		
Service Area	Aldersbrook Primary School	Grade	Grade: LBR 2 (Scale Points 3-4)
Reports to	School Business Manager/Headteacher	Review Date	September 2024

LEVEL 1

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment

TASKS – OPERATIONAL

Security

- Act as a key holder
- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings
- Provide emergency access to the site when necessary

Cleaning and Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Work with the Site Manager support the preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Undertake under the supervision of Site manager regular site inspections and identify and record repair and maintenance requirements.
- To organise and carry out minor improvement work e.g. Erecting shelves, notice boards, bookshelves etc. as agreed with the Site Manager.
- To assist and carry out general maintenance of grounds
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Liaise with contractors as directed by Site manager regarding premises-related contracts.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.

TASKS – RESOURCES	
<ul style="list-style-type: none"> • Ensure the maintenance of a clean and orderly working environment • Timely & accurate preparation of routine equipment/resources/materials as set out in instructions • Undertake basic record keeping as directed • Refill and replace consumables e.g. soap & towels • Report faulty equipment & other maintenance requirements to appropriate person • Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches • Ensure lights and other equipment are switched off as appropriate 	
TASKS – ORGANISATION	
<ul style="list-style-type: none"> • Assist with the receipt, distribution, collection and despatch of goods • Assist and participate in the organisation and movement of furniture within the building • Maintain and arrange orderly and secure storage of supplies • Operate everyday equipment in accordance with instructions 	
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Treat all users of the school with courtesy and consideration • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times 	
<p>Duties and responsibilities of the post may change over time as requirements and circumstances change. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.</p>	

<p>Experience Desirable but not essential</p>	<ul style="list-style-type: none"> • Handyman experience
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Qualifications/ Training	<ul style="list-style-type: none">● Willingness to undertake induction training● Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/Skills	<ul style="list-style-type: none">● Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures● Willingness to gain knowledge of health and safety procedures and precautions● Willingness to gain awareness of COSHH regulations● Awareness of health and hygiene procedures● Knowledge of moving and handling procedures● Ability to work as part of a team● Willingness to use relevant equipment● Ability to relate well to children and adults● Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards

