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Strive 4 Academy Trust. Registered in England. Company No: 10863245

*Striving for Excellence – Shaping the Future*

<b>JOB TITLE:</b>	Site Assistant
<b>LOCATION:</b>	Farnham Green Primary School
<b>REPORTS TO:</b>	Site Manager
<b>CONTRACT:</b>	Permanent - 52 weeks per year
<b>HOURS:</b>	26 hours per week
<b>SHIFT PATTERN:</b>	1.00pm-6.00 pm X4 days and 12.00pm-6.00pm X1 day
<b>COMMENCEMENT DATE:</b>	April 2025
<b>SALARY:</b>	FTE Salary - £27,729-£28,125
<b>SCALE:</b>	LBR 2 Points 3-4

## **JOB DESCRIPTION**

### **Core Purpose:**

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

### **Security:**

- Act as a named key holder for the Trust sites
- Lock/unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance equipment where appropriate.
- In association with Site Manager liaise with police, security and surveillance contractors.
- In association with Site Manager undertake lettings and carry out associated clerical tasks where necessary.
- Provide emergency access to the school site.



## **Maintenance:**

- 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.
- Identify defects and record repair and maintenance requirements bringing these to the attention of Site manager.
- Undertake appropriate repairs e.g. Redecorating and fixing.
- Undertake minor/simple repairs e.g. Minor plumbing, changing light bulbs unblocking drains.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Site Manager.
- To organise and carry out minor improvement work e.g. Erecting shelves, notice boards, bookshelves etc. as agreed with the Site Manager.
- To organise and carry out general maintenance of grounds.
- To oversee and monitor the operation and maintenance of heating plant and lighting systems.
- To oversee and monitor under the supervision of Site Manager the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Collect and assemble waste for removal and monitor clinical waste disposal.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Coordinate deliveries to the school site.
- Feedback to Site manager the performance of contractors against specified standards.
- Liaise with contractors as directed by Site manager regarding premises-related contracts.
- Checking and reporting on the quality of work undertaken by cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Assist with the maintenance of specialist sports and gym equipment. Specialist training will be given.

## **Cleaning:**

- Sweep/dust control sweep/spot mop/thorough mop all hard surface floor surfaces
- Spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as directed.
- Empty, replace and clean wastepaper bins as required.
- Remove rubbish to designated collection points, to include all paper, recycling matter and craft waste to be removed to relevant recycling area.
- Replace hand towels and toilet tissue and hand soap as required.
- Carry out floor maintenance including: spray cleaning, machine buffing, stripping floors of water-based polishes, re-polishing floor using water-based polishes, machine scrubbing, hand stripping/scrubbing, maintaining unsealed wooden floors with wax



polishes where required, the application of oleo resinous seals to wood floors as required and carpet cleaning.

- Remove graffiti, chewing gum etc, using laid down procedures.

### **Resources:**

- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

### **Organisation:**

- To be a trained First Aider – training will be organised.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Porter duties e.g. Delivering mail, moving furniture and equipment.
- Monitor & manage stock levels and advise Site Manager of discrepancies or order requirements.
- Support cleaning and/or site staff and ensure cleaning is in accordance with specification.
- Liaison with the school catering contractors in relation to their use of the site and equipment.
- Liaise with line Manager & attend meetings as required.

### **Responsibilities of all staff:**

- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.
- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

**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.**



