

BLESSED HUGH FARINGDON CATHOLIC SCHOOL

Site Assistant

JOB DESCRIPTION

POST HELD

Site Assistant

SALARY GRADE OF POST

NJC points 5-6

REPORTING TO

Site Controller

PURPOSE OF THE POST

To ensure a clean, tidy, safe and well-maintained environment for staff, students and visitors and to assist in the provision of an effective site team support service to the school.

Main Duties

- To ensure that the buildings and site are secure, undertaking daily security checks, including locking and unlocking of buildings/gates at pre-determined times and handing over to lettings staff if applicable.
- To perform duties in line with Health and Safety regulations (COSHH) and take action where hazards are identified and report serious hazards to line manager immediately.
- To update the line manager daily to any work that requires attention, if unable to rectify immediately.
- To undertake general portorage duties, including moving furniture and equipment within the school and to assist with any function/facilities arrangements, including setting up for examinations.
- To undertake minor repairs (not requiring qualified craftsperson) and general maintenance of the buildings and site.
- To work in conjunction with the Site Controller, be pro-active about maintenance and facility enhancement and to carry out appropriate practical maintenance (including painting) and appropriate tasks and improvements in accordance with the needs of the school.
- To operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- To assist in the maintenance of specialised equipment (following training), if applicable.
- To receive deliveries to the school site and, if applicable, liaise with Finance Office with regards to deliveries.
- To collect and assemble waste for collection.
- To empty all litter bins and clear both inside and outside areas of all litter on a rota basis.

- To act as a designated key holder, providing emergency access to the school site as required.
- To act as a school contact in relation to premises related contractors.
- To be prepared to assist in the sub-letting of school facilities to third parties in the evenings and weekends as required.
- To be prepared to work flexibly, undertaking aspects of a colleague's work to ensure that there is sufficient staff coverage throughout the day and appropriate cover in place for colleagues when absent for any reason.
- Attend meetings when required.
- Any other reasonable tasks as requested by the Headteacher or Site Controller.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the students through personal presentation, professional conduct.
- Make a positive contribution to the wider life and ethos of the school
- Support and carry out policies and practices to promote positive student behaviour, in line with the whole school approach and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with students and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- Retain confidentiality about all aspects of school life.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/School Business Manager/Site Controller in consultation with the postholder.

Person Specification

- Good general level of education
- Basic understanding of Regulations in respect of
 - Health and Safety
 - COSHH
 - Fire
 - Building Control
- Excellent timekeeping
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Able to work independently
- Good communication skills
- Able to work effectively under pressure and to balance and prioritise demands from different sources.
- Able to relate well to children
- Able to co-operate with others
- Able to use initiative

The responsibilities above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Site Controller.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

This post is subject to a satisfactory Disclosure and Barring Service enhanced check.

This position is subject to Level 1/2 Health and Safety Training and additional Health & Safety Training as required by duties specified in Job Description.