



Site Assistant

JOB DESCRIPTION

RESPONSIBLE TO: The Senior Site Manager and the Member of the Senior Leadership Team responsible for the school site.

JOB PURPOSE: To assist with the maintenance of the physical resources on the site so that optimum use can be made of them for school and community purposes

Site Assistants will be expected to:

- Support the Site Team with day to day maintenance of the school site
- Assist with minor repairs, painting, assembly, etc
- Set up classrooms or exam rooms as required
- Cleaning/tidying as and when required
- Deal with any health and safety or security issues
- Cover site staff holidays when required
- Assist with managing deliveries

Accountabilities

Ensure site cleanliness standards are kept
Allocate work in accordance with schedule
Supervision of contractors

Management and use of site

Monitor performance of contractors raising issues with line manager; liaise with HCC regarding specialist maintenance e.g. electrical
Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc.



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Maintenance

Stock management/admin

Carry out minor repairs to buildings/equipment, assess condition of fittings Monitor stocks and notify appropriate manager of requirements to maintain an effective cleaning/site service

Health & Safety

Security

Maintain an up to date awareness of HCC and local H&S Policies and procedures and apply them throughout the school area

Apply security procedures to the school area and report any discrepancies to line manager. Unlock/lock school premises when in session.

Corporate and statutory initiatives - equalities/health and safety/government/sustainability

Be familiar with County Council/school health and safety requirements and ensure these are consistently met by those using the site

Regular exposure to the elements (weather) Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/primary key holder Shift working covering late evenings/early mornings and week-ends Will be some handling of dangerous substances and exposure to difficult customers, intruders Regular reassessment of site priorities to ensure requirements of users are met.

Context/additional information

This role requires regular movement around the school site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained.

The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site) and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.



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Entry: Necessary role-related knowledge, skills and experience at selection Physically able to operate heavy duty cleaning equipment and lift heavy objects Able to use own initiative Skilled in cleaning procedures and use of commercial cleaning equipment Skilled in routine maintenance activities

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.