

**Role:** Site Assistant

**Grade:** C

**Working hours:** 37 hours per week, 52 weeks per year

**Reports to:** Site Manager

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This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

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**Job Purpose:**

To assist with the maintenance the physical resources on the site (buildings, grounds, materials and equipment) so that optimum use can be made of them for school and community purposes

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**Roles and Responsibilities:**

Cleaning and Maintenance

- Liaise with users of the site over their needs.
- Receive post and parcels as appropriate and deliver them to safekeeping.
- Move and store school equipment, stationary and furniture as required.
- Carry out minor repairs to buildings/equipment, assess condition of fittings
- Assist the Site Manager in the implementation of the internal and external maintenance plan.
- Oversee minor repairs and specialist works not undertaken by school staff.
- Clean the outside hard areas and keep gutters, drains and sediment bowls clear of debris.
- Monitor and report of defects in the fabric of buildings and carry out repairs/works of buildings/grounds/equipment.
- Ensure the site is maintained to a high standard prepared suitable for use by students and adults including cleaning, litter collection, graffiti removal, moving furniture, setting up furniture and equipment.
- Ensure site cleanliness and meets and standards
- Monitor stocks and notify appropriate manager of requirements to maintain an effective cleaning/site service
- Assist the Site Manager in carrying out a rolling programme of internal decoration in consultation with the Headteacher.
- Engage contractors and monitor performance, raising issues as appropriate with the Senior Site Manager.

#### Security Arrangements:

- Apply security procedures to the school area and report any discrepancies to line manager. Unlock/lock school premises when in session. Act as principal key holder in emergencies
- Take reasonable action to ensure the proper use of car parking facilities so that access for emergency services is not impeded.
- Provide cover for the school lettings as required.

#### Emergencies:

- Act as key holder for emergencies.
- Take necessary action in the event of emergencies such as fire, flood, breaking and entering, disorder, major damage and inclement weather.
- Be on call for such emergencies and to carry out any necessary measure to make safe and/or restore for use.
- Ensure the operation of effective procedures in place for dealing with emergencies, building evacuations etc.
- Ensure users take appropriate action in school emergencies e.g. fire, flood, power failure, gas leak etc.
- Unlock/lock school premises when in session.

#### Safeguarding and Confidentiality

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

#### Health and Safety:

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

#### Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

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#### **Review:**

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed: July 2024

Reviewed by: Operations Manager

Additional notes:

