



Site Assistant Job Description

Pay Scale/Grade:	Bucks Pay Range 2, Scale point 11-15 (depending on skills/experience) Full time, 37 hours per week, 52 weeks per year with approx. 5 weeks holiday allowance (to be taken out of school term times)
Reports to:	Site Manager, School Business Manager
Responsible for:	Premises Staff in the absence of/on behalf of the Site Manager
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

1. JOB OUTLINE

1 a) PURPOSE OF ROLE

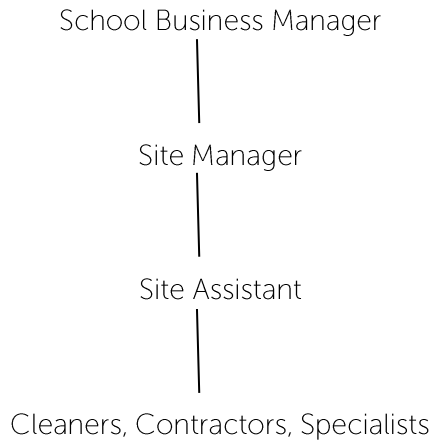
To be responsible for the security of the premises and related Health and Safety, maintenance, cleaning within the academy, providing an appropriate environment for staff and students to work and learn.

1 b) RESPONSIBILITIES

- To be responsible for ensuring the security of academy buildings, site, and resources
- To act as a designated key holder, providing out of hours and emergency access to the school site.
- To support the Site Manager in carrying out first line repairs and maintenance which are not beyond the competence of the staff concerned.
- To support the Site Manager in performing regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- To support the Site Manager in performing regular maintenance checks and follow-up actions.
- To be responsible for contractors whilst on site and ensure work is completed to the required standard.
- To support the Site Manager in the regular checking of and operation of systems such as heating, cooling, lighting, and security (including CCTV and alarms).
- To move furniture, fittings and putting away of stock.
- Cleaning of designated areas to ensure they are kept in a hygienic condition, and are presented to a high standard at all times, including:
 - Vacuuming and cleaning floors including the use of powered equipment.
 - Dusting and polishing furniture and other surfaces.
 - Cleaning paintwork, tiling and mirrors.
 - Emptying and cleaning of waste bins.
 - Cleaning of toilets, sinks and washroom areas.

- In the absence of the Site Manager, to supervise other premises staff.
- To liaise with the School Business Manager and other school staff/departments on premises issues.
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

2. ORGANISATION CHART



3. SUPERVISION

The post holder will work largely in liaison with and reporting to the Site Manager. The post holder will be subject to the general and specific direction of the School Business Manager and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate) in the absence of/on behalf of the Site Manager.

4. JOB CONTEXT

The post holder will work as part of a team which undertakes cleaning duties in the school and will support the duties of the Site Manager as necessary to ensure the smooth running of the school and other premises duties as required. The balance of work will be reviewed from time to time according to the changing needs of the academy.

5. CONTACTS

- Site Manager.
- Site Team.
- School Business Manager.
- Teaching staff.
- Support staff.
- Pupils.
- Parents and other members of the public.
- Domestic and catering staff.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- No specific qualifications required.
- Basic handyman and DIY skills.
- Basic understanding of health & safety procedures.

7. PROBLEMS AND DECISIONS

- Problems may arise in connection with powered equipment.
- Report any problems to the Site Manager.
- Be aware of cleaning supplies running low and report this to the Site Manager.

8. PHYSICAL EFFORT

- Continuous lifting throughout the shift of classroom and other furniture.
- Pushing heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time.

9. WORKING ENVIRONMENT

Some exposure to strong cleaning materials.

10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school.
- Annual Performance Appraisal and reviews.

11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

12. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague Date

Signed Headteacher Date