



## **JOB DESCRIPTION**

**Position: Site Support Assistant**

**Reporting to: Site Manager**

**Hours: Full Time (1pm – 9pm or 10am – 6pm)**

**Salary: SCP 6 £16,394**

The aim of this post, in common with all others, is to sustain and improve the quality of education offered within the school. The Site Assistant works to support the ethos and maintain the environment of the School.

### **Principal Responsibilities**

- To ensure that the buildings and school site are secure, particularly out of school hours.
- General portorage.
- To undertake basic maintenance of heating, lighting, plumbing, security systems, painting and decorating to ensure they operate safely and efficiently and that the environment is kept to a suitable standard. This will include some regular and spot cleaning.
- To arrange facilities for hirers as specified.
- Optional weekend lettings with relevant, additional remuneration.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To help to maintain the school grounds to ensure they are fit for purpose.
- To carry out any other duties from time to time as may be required by the Site Manager.
- To participate in training and other learning activities and performance development as required.
- Respond to immediate H&S issues.
- Complete work in priority order based on urgency / health & safety.
- Carpentry (Hanging doors, erecting benching when required).
- Lock Fitting or repairs (arranging key cutting if necessary).
- Replacing toilet systems, washbasins and minor plumbing.
- Ensuring the cleanliness of the school compound
- Clearing out all debris from gutters and outside drains on a regular basis.
- Examine the covering of all flat roofs for signs of blistering or cracking particularly after stormy weather, also checking for internal water damage.
- Making good (plastering) walls, ceilings and floors.
- Undertaking minor building works.
- Visually check walls for signs of damage such as re-pointing, water damage, cracks etc.
- Routine check of perimeter fencing and playground surfaces for damage and cleanliness.
- Undertake PPMs and record them into an online log. This will require a certain level of IT skills. However, training will be given.

- To be responsible of our asset management system and make sure all assets are recorded. This will require periodic asset auditing

**Note:** 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 Principal in consultation with the post holder.