



# Stowe Valley

MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>SITE ASSISTANT</b>	
<b>Scale</b>	E – Points 4 to 6
<b>Hours</b>	15 hours per week – part time 1.00pm to 4.00pm Monday to Friday term time only – there is no break entitlement
<b>Section</b>	Site/Support Staff
<b>Responsible to</b>	Site Manager & SVMAT Facilities Manager
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	Under the direction of Site Manager, we are looking to appoint a proactive Site Assistant to join our friendly team. The successful candidate will have basic DIY skills and should be willing to undertake all basic school tasks including portering, keyholding, security, maintenance, grounds and decoration.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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<b>General</b>	<ul style="list-style-type: none"><li>• To support the smooth running of the School by coordinating the practical arrangements relating to the day to day running of the School and events</li><li>• Undertake general maintenance</li><li>• Coordinate lunch arrangements by putting up and taking down tables and chairs</li><li>• Moving deliveries around site when necessary</li><li>• Ensure that any litter is cleared promptly and external bins emptied</li><li>• Ensure a suitable level of quality and workmanship is maintained at all times</li><li>• Participate in the school's appraisal process</li><li>• Perform any other reasonable tasks as directed by the Site Manager</li><li>• Any other agreed duties appropriate to and commensurate with the post.</li><li>• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.</li></ul>
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## **Maintenance**

- Take ownership for the care and upkeep of the school buildings and grounds
- Liaise with approved contractors such as plumbers and electricians
- Carry out decoration and repairs as required
- Clear snow from pathways and grit as required

## **Security**

- Be a keyholder for the School, opening and closing the site as required
- Be vigilant throughout the school day with regard to visitors entering and leaving site, challenging unknown visitors
- Be available for callouts after hours on rotational basis

## **Maintenance Grounds:**

- Ensure the grounds look their best at all times
- De-weed and maintain fencing
- Sweep 3G Pitch

## **Health and Safety:**

- To have knowledge of the MAT Health and Safety Policy in relation to caretaking duties
- To liaise with the Facilities Manager on a regular basis
- To take reasonable care of your own health and safety and that of others around you
- To assist with fire emergency procedures as required

## **Person Specification:**

### **Essential:**

- Driving License, willingness to help at other schools within our Trust
- Possess good working knowledge of general building maintenance
- Good communication skills to liaise effectively with a range of colleagues
- Experience in the safe use of typical powered hand and bench tools
- Willing to be flexible with colleagues to aid and maintain site cover

### **Desirable:**

- Experience working in a school environment
- Should live within a 30-minute travel radius of the main School site to ensure emergency call outs can be made within a reasonable timeframe

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**