



## Site Assistant Job Description

The Site Assistant is a supportive role in delivering the Folio Education Trust Shared Services model, providing an outstanding service overseeing the premises and grounds to support the education of young people across four schools and the Central Services Team.

The focus of the role is to deliver high standards of safety and maintenance of the school sites, to assist with the smooth, efficient running of the four Schools in the Trust.

Base School: Coombe Wood School, South Croydon

### Salary Grade and Range

Grade: 1c/3

Range: Point range 2-6

**Contract:** Permanent, Full Time (36 hours per week)

### Working Pattern

Daily 9am - 5pm (to include an hour for lunch, which is unpaid) + 1 hour at the discretion of the Estates Manager to meet current requirements. Depending on demand, other shifts will need to be covered at the following hours, 6:30am-2:30pm or 10am-6pm. If there are any evening requirements such as parents or open evenings, then variations in shifts will be arranged so flexibility is essential.

This role involves movement across multiple sites, possibly on a daily basis. The ability to drive a school bus/van will be required so a clean driver's licence is essential.

There may be seasonality within the role which responds to the demands of service expectations from each school and the Trust as a whole. The working pattern is to be meticulously planned to ensure there is a regular cycle of maintenance, development, review and asset management. There on reviewing performance, listening, understanding and then adjusting to ensure continuous delivery and improvement.

This job description is subject to review and amendment through annual negotiation as the role develops in scope.

### Responsible to

1. The Chief Operating Officer (COO) who is responsible for overall Trust-wide accountability and non-educational standards
2. To the Estates Director, who delegates various tasks as required among the estates team members at three schools, to deliver an efficient site service.

## RESPONSIBILITIES

Support and assist with duties listed below and as required:

### ❖ Security

- To lock and unlock the school as required including possible lettings.
- To liaise with the security company and emergency services as and when instructed by the Estates manager.
- To test and record the fire alarms on a weekly basis.
- To ensure keys are available for staff including arranging for new keys to be cut and collected as necessary.
- To carry out emergency repairs to maintain a secure environment.
- To ensure the external entrances to the school grounds are secure while the school is in session and proactive in checking and reporting areas of concern to the Premises/Estates Manager.
- Monitor fire safety equipment including call point covers while carrying out daily walks.
- Ensuring at the end of the day or other appropriate times, all doors, windows and gates are locked and all security alarms are set and working correctly.
- To be vigilant, preventing trespassing, theft and unauthorised parking.

### ❖ Caretaking

- to ensure the buildings are heated to the appropriate temperature and to develop knowledge of the heating controls.
- To liaise with Premises/Estates Manager relating to all aspects of maintenance and repair.
- To liaise with contractors relating to maintenance schedules and ensure the schedules are maintained and keep the Premises/Estates manager informed of developments.
- To take, monitor and record the water temperatures on a monthly basis. Run the water taps during holidays on a weekly basis.
- To replace light bulbs and tubes as required.
- To monitor stock levels of caretaking products and advise Premises/Estates manager if levels are low.
- To ensure that furniture is in place for meetings, assemblies etc.
- To deliver materials, parcels and equipment to staff.
- To restore stray furniture to its rightful home.
- To have knowledge of how to undertake PAT testing when instructed to do so by the Estates Manager (training will be provided).

### ❖ **Cleaning**

- To work with the cleaning staff and/or contractor cleaners
- To ensure that low use outlets are run/flushed each week to avoid Legionella Virus.
- To ensure a good standard of cleanliness and hygiene is maintained in the School both inside and outside, including any necessary cleaning.
- To carry out external cleaning including emptying of litter bins and conducting litter sweeps.
- To clean gutters, drains and gulleys on a monthly basis.
- To clear drain/toilet blockages and liaise with Estates Manager/Contractors as necessary.
- To ensure contract cleaners are providing the service and cleaning to the high standards as expected by the School and to liaise with the Premises/Estates Manager regarding any cleaning concerns.
- To ensure that all toilet and kitchen dispenser areas are adequately stocked (i.e. with toilet tissues, hand tissues, soaps and anti bac hand sanitizer) and are working efficiently.
- To carry out emergency cleaning if required.
- Undertake cleaning duties including graffiti and chewing gum removal when required.

### ❖ **General Maintenance**

- To undertake plumbing repairs, general repairs, including repairs to furniture, fixtures and fittings, where appropriate. Proactively reporting to the Premises/Estates Manager any repairs that need to be carried out.
- To replace panes of glass and other similar work.
- To undertake painting and decorating as requested and according to the pre-arranged schedule.
- To assist the Premises/Estates Manager as required.
- To undertake general weeding and gardening duties as required including and not limited to hedge trimming, jet washing, grass strimming.
- To undertake gas, electricity and meter readings as required
- To assist the Premises/Estates and Office Managers as required

### **Effective Day to Day Management:**

- To ensure the school's Health and safety policy and the current Health and Safety regulations are adhered to and implemented

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- All members of the premises team are expected to support and compliment the work of one another to ensure the efficient working of the school
- To liaise with the Office Managers to organise the schedule of works to minimise impact on educational delivery and to record the work undertaken
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment

### Other duties

- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteacher and Line Manager
- Respect confidentiality at all times.

### Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas of the schools to ensure the best possible learning experiences for our students.

The Site Assistant role helps the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with our ethos and our core values is expected at all times.

Cont:

## Person Specification Site Assistant

Area	Essential	Preferred
<b>Please note that training in school systems will be provided.</b>		
<b>Experience</b>	Work experience in premises or a related area	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of basic Health and Safety requirements</li> <li>• Good maintenance skills and practical aptitudes</li> <li>• Good administrative skills</li> <li>• Competent IT skills to handle communications and reporting</li> <li>• Ability to organise and manage work commitments efficiently</li> <li>• Flexible use of working skills</li> <li>• Sound communication skills able to build good working relationships with staff, students, parents</li> <li>• Ability to form and monitor appropriate relationships and personal boundaries with children and young people</li> <li>• Readiness to learn new skills</li> <li>• Show a high degree of professionalism in the workplace</li> <li>• Present a good role model to students</li> <li>• Driver: ability to travel using own transportation between the various Folio site schools. (Clean driving licence preferred.)</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of how to deal effectively with child protection issues <i>(Training will be given above to secure necessary levels of proficiency)</i></li> <li>• An understanding of the principles of the current Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children.</li> <li>• Driver with clean licence</li> <li>• First Aider</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrate a positive, active and cooperative outlook</li> <li>• An approachable, accommodating attitude</li> <li>• High standards embracing honesty, integrity, loyalty and trustworthiness</li> <li>• Ability to be flexible, adaptable and know when to use own initiative</li> <li>• Able to remain calm and act sensibly under pressure</li> <li>• A good team player and collaborative worker</li> <li>• Grasp of the Folio Education Trust ethos, supportive of the drive for health and fitness among the school community</li> </ul>	