



MAIDENHILL SCHOOL - JOB DESCRIPTION SITE ASSISTANT

Job Title: Site Assistant
Salary Grade: Grade 2, points 2 – 3
25 hours per week, all year-round contract
Responsible to: Site Manager, Business Manager

JOB PURPOSE:

To assist in managing all matters around site maintenance and development at Maidenhill School.

MAIN DUTIES AND RESPONSIBILITIES:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Assisting in the daily monitoring of the interior and exterior premises for cleanliness, tidiness and repair.
3. The cleaning of paths, drives and the immediate environs of the buildings to include picking up litter, emptying litter bins, brushing/sweeping areas and disposal of salvage. The cleaning and disinfecting of drains, gullies, traps and manholes and the disposal of salvage. The cleaning of ice and snow as is reasonable and sensible to provide access to and around school. The spreading of salt/grit where necessary.
4. Assisting in managing the security of the premises and contents. The locking/unlocking of external/internal doors. The opening/closing and locking/unlocking of windows. The switching on/off of lights and/or appliances. The temporary securing, and making safe, of broken windows.
5. Assisting in monitoring the premises and/or organising the maintenance of the premises. The daily checking, and replacement, of any light bulbs, tubes or starter units as required (applies only to lights to which safe access is afforded or where access equipment is available).
6. Carrying out minor repairs in or around the building within the competence of the employee. Examples of minor maintenance and improvement work to include retouching small areas of wall damage, fixing noticeboards to walls, replacing door handles, replacing fuses, making good graffiti, damage, etc.
7. Advising and reporting Health & Safety issues.
8. Porterage of school supplies following delivery.
9. To provide access to premises e.g. Lettings; contractors; emergency situations, etc. – key holder and security of the premises.
10. Extraordinary duties may also include assisting other staff when called upon.
11. Emergency cleaning as and when required as a result of an accident or sickness.
12. Monitor and direct contractors, ensure health and safety compliance.
13. Hold a relevant First Aid qualification or be willing to work towards one.

HEALTH AND SAFETY

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Cooperate with the employer on all issues to do with health, safety and welfare including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements .
3. Support the implementation of all the school's policies in particular those pertaining to safeguarding, equal opportunities, and supporting students with SEND.

GENERAL RESPONSIBILITIES

1. To be aware of and work in accordance with the school's safeguarding policies and procedures and to raise any concerns relating to such procedures.
2. To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Maidenhill School.
3. To contribute to school improvement work ensuring that student learning is central to all activities.
4. To attend staff/department meetings, training and school events as required.
5. To maintain confidentiality of information acquired in the course of undertaking duties.
6. Communicate regularly staff and students, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development.
7. To be responsible for your own continuing professional development and engage constructively with the performance management process, including any relevant training to further develop knowledge and skills to enhance own performance and support the school improvement agenda.
8. To contribute to the training and development of the workforce.
9. To undertake any duties appropriate to the grading of this post as required, under the direction of the Head Teacher.

SPECIAL CONDITIONS

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All positions are subject to an enhanced DBS check as standard practice

Agreed by: _____

Date: _____