

# JOB DESCRIPTION

<b>Title of Post:</b>	<b>Site Assistant &amp; Lettings Coordinator</b>
<b>Grade/Hours</b>	<b>Band 3, NPS Point 6-11 Full Time</b>
<b>Responsible to:</b>	<b>Headteacher Multi-Site Compliance and Premises Manager</b>
<b>Liaison with:</b>	<b>School Staff External Community</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portorage, cleaning and maintenance.</li><li>• To support Multi-Site Compliance Manager to ensure regulations, policies and guidelines are adhered to.</li><li>• To manage on-site lettings in liaison with the Bridge Academy Trust Lettings Coordinator.</li></ul>

## DUTIES

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

## SECURITY & SUPERVISION

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- Washing and cleaning of diffusers and replacing bulbs/tubes.
- Drawing the attention of the appropriate authorities via the Deputy Site Manager to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder.

- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of materials and other goods and conveying them to their points of distribution. Dispatching, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### OTHER DUTIES

- Testing portable electrical equipment if trained and accredited to do so.
- Planning of own workload.
- Undertaking letting and related duties as part of the site team rota. Preparing the school premises and site for out of school activities.

### **Additional Requirements**

- It will be a necessary requirement of this post that the Site Manager will carry a mobile 'phone when on duty and cover for sickness of shift staff, if required. In-service training in support of duties will be required.
- It will be a necessary requirement of the post to hold a valid 4 day First Aid Certificate.

### **GENERAL**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

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

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

## SITE ASSISTANT PERSON SPECIFICATION

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
<b>Communication</b>	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety

	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance