



PHILIP MORANT
SCHOOL & COLLEGE



SIGMA TRUST

JOB DESCRIPTION

Job Title: Part Time Site Assistant

Job Grade: Scale 4 (Pts 6-7)

Responsible to: Site Manager

Hours/Weeks: 20 hours / 52 weeks per year. Working weekends only.

Job Purpose:

- To support and supervise weekend lettings on the School site, whilst undertaking a number of site tasks during the day – including cleaning, statutory checks, security inspections and minor repair works.

DUTIES OF THE POST:

Site Management and Development

- Carry out preventive maintenance and first line repairs as instructed.
- Undertake painting and decorating tasks in line with the maintenance programme established by the Site Manager.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.

Security

- Unlock and lock windows, gates and doors around the site at the required times.
- Ensure alarm system is set upon leaving site.
- Patrol the exterior of the school premises to ensure that fences and gates are secure and repair damage as required.
- Check the functioning of fire bells and assist with fire drills – ensuring hirers are aware of expectations.

Health and Safety

- Ensure duties are carried out in accordance with school based policies and health and safety procedures – including understanding lone working restrictions.
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

GREATER THAN THE SUM OF ITS PARTS



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Lettings, School Events and Income Generation

- Oversee hire of the school premises as requested over weekends and assist in ensuring requirements of the hirer are met.
- Ensure security protocols are followed during all lettings.
- Ensure that the school is returned to normal and cleaned following any lettings.

General

- To carry out any other reasonable tasks as may be required by the School.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods (on an additional hour's basis where agreed by post holder and line manager).

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