**JOB DESCRIPTION**

**Job Title:** Site Assistant (Late)

**Job Grade:** Scale 4

**Responsible to:** Site Manager

**Hours/Weeks:** 37 hours per week, 52 weeks per year. Hours may be variable to suit needs of the job. Standard working pattern is 14.00-22.30, Mon-Thurs, 14.30-22.30 Friday.

**Job Purpose:**

* To carry out a range of facilities duties including security and supervision of the site, cleaning and maintenance and porterage. To support evening lettings, monitor the cleaning function and provide first line support and be responsible for the securing, locking and setting of the security alarm each evening.

**DUTIES OF THE POST:**

**Site Management and Cleaning**

* To support the Site Manager and cleaning supervisor in ensuring there is capacity to clean the full site and be flexible in covering / supporting areas during periods of short staffing.
* 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.
* Monitor the standards of cleanliness of the premises and furnishings and report any deficiencies to 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.
* Ensure that all facilities and cleaning equipment is in a safe working condition and arrange for repair as appropriate.
* Carry out routine procedures and checks on ancillary equipment.
* Ensure the prompt movement of all goods and equipment to the appropriate areas.

**Security**

* Unlock and lock windows, gates and doors around the site at the required times.
* Ensure alarm system is set each night.
* 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.
* Respond to alarm calls outside of normal working hours.

**Health and Safety**

* Ensure duties are carried out in accordance with school based policies and health and safety procedures.
* To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

**Lettings, School Events and Income Generation**

* Oversee hire of the school premises as requested and assist in ensuring requirements of the hirer are met.
* Ensure facilities are available as necessary for all after school events.
* Ensure that the school is returned to normal following any out of school events or activities.

**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.

**PERSONAL SPECIFICATION**

**Site & Cleaning Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ess** | **Des** | **MOA\*** |
| **Education, Training and Experience** |  |  |  |
| Experience of caretaking and/or buildings maintenance and security | X |  | A/I |
| Good understanding of health and safety |  | X | A/I |
|  | | | |
| **Personal Effectiveness and Self-Development** |  |  |  |
| Is adaptable, receptive to new ideas and willing to adjust to new demands and circumstances | X |  | I |
| Understands and follows the schools policies on health and safety and risk management | X |  | A/I |
|  | | | |
| **Interpersonal Skills** |  |  |  |
| Co-operates and works well with others in pursuit of team goals, sharing information and supporting others | X |  | A/I/R |
| Communicates orally in a clear, fluent, concise and appropriate way both face to face and via the telephone | X |  | A/I |
| Excellent time management and organisational skills | X |  | A/I/R |
|  | | | |
| **Customer Awareness** |  |  |  |
| Ensures work is carried out to customer service standards | X |  | I |
| Provides services which have been designed to meet customer needs and expectations and which conform to the highest professional standards | X |  | I |

**\*Method of Assessment**

**Key: A= Application; I=Interview and Assessment; R=Reference; C=Certificate**