



JOB DESCRIPTION

Title of Post:	Site and Premises Assistant
Scale / Point:	Scale 4 Points 6-7
Responsible to:	Site Manager
Liaison with:	School staff, pupils
Working Pattern: Rotation	<p>Week 1: 06:00 – 14:00, Monday to Thursday, 06:00 – 13:30 Friday</p> <p>Week 2: 14:30 – 22:30, Monday to Thursday, 15:00 – 22.30 Friday</p> <p>37 hours per week</p>

Job Purpose:	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.
Duties:	<ul style="list-style-type: none"> • Lock and unlock the premises as required, including out of school hours as necessary. • Ensure safe passage on and off-site at key times. • Ensure site is safe for staff, pupils, and visitors, carrying out remedial action as necessary, immediately, for example gritting, cordoning off loose paving. Advising Site Manager of issues. • Respond to requests from staff and colleagues, dealing with maintenance issues in a timely manner. • Identify and advise Site Manager of any repairs or maintenance work required. • As instructed, carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder, including plumbing work, redecoration as appropriate, plastering, carpentry, and glazing work. • As instructed, carry out compliance checks. • Carry out portage duties, such as moving furniture and equipment around the site. • Ensure all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. • Take deliveries of stores, materials, and other goods, convey them to their points of distribution. • Carry out routine procedures or checks on ancillary equipment. • Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. • Testing portable electrical equipment as required. • Provide administration support for lettings of the school facilities. • Act as Point of Contact for lettings. • Act as First Aider for lettings clients. • Attempt to prevent unauthorised access to the school premises or grounds. (Note: in fulfilling this responsibility all employees are



	<p>expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).</p> <ul style="list-style-type: none"> To act as a key holder, carrying out security procedures for the site and responding to calls outside normal working hours (on a rota basis)
General:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

March 2024

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

PERSON SPECIFICATION

Site & Premises Assistant

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> Trained and accredited to undertake Portable Electrical Equipment Testing, or willing to undertake this. Experience in a similar role. Hold valid 3-day First Aid Certificate, or willingness to undertake. Experience of first line repairs and maintenance, including plumbing work, redecoration as appropriate, plastering, carpentry, and glazing work.
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene. Ensure that Health and Safety regulations are observed in working practices
	Literacy	<ul style="list-style-type: none"> Good reading and writing skills
	Numeracy	<ul style="list-style-type: none"> Ability to count and undertake basic calculations
	Technology	<ul style="list-style-type: none"> Good ICT skills
Communication	Written	<ul style="list-style-type: none"> Ability to compose a professional email
	Verbal	<ul style="list-style-type: none"> Ability to exchange verbal information clearly with children and adults
	Languages	<ul style="list-style-type: none"> Overcome communication barriers with children and adults
	Negotiating	<ul style="list-style-type: none"> Consult with colleagues
Working with children	Behaviour Management	<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy
	Health & well being	<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> Understand the role of others working in the school
	Relationships	<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	<ul style="list-style-type: none"> Ability to work effectively with others in the school
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information, as required
Responsibilities	Organisational skills	<ul style="list-style-type: none"> Good organisational skills
	Time Management	<ul style="list-style-type: none"> Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> Willingness to contribute ideas and suggestions to the working environment
General	Equalities	<ul style="list-style-type: none"> Committed to equality and diversity
	Health & Safety	<ul style="list-style-type: none"> Committed to our Health and Safety policies and procedures



	Child Protection	<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children and young people
	Confidentiality/Data Protection	<ul style="list-style-type: none">• Compliance to Data Protection Act 2018 and GDPR principles/ requirements
	CPD	<ul style="list-style-type: none">• Commitment to own continuous personal and professional development

January 2024