



## PURFLEET PRIMARY ACADEMY

### JOB DESCRIPTION: Part Time Site Assistant

**Grade: Band 3**

**Reports to: Site Manager & School Business Manager**

To assist the Site Manager in the smooth running of the School by undertaking caretaking, maintenance, Health & Safety and security of the site and related resources.

#### **Key Corporate Accountabilities**

- To promote the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to an enhanced DBS check.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- To work with colleagues to achieve Academy objectives and targets
- To participate in appropriate professional development and Performance Management and contribute to the identification of own development needs

#### **General Responsibilities**

- To liaise with Site Manager and School Business Manager for the health and safety of the site
- To ensure that the maintenance of the school buildings and environment are effectively undertaken
- To undertake repairs (including toys and play equipment) and DIY projects, within agreed competence levels
- To co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities
- To ensure a clean, tidy and well maintained school environment

#### **Specifically:**

- To undertake the day to day maintenance, repair and cleaning of the school
- To assist in ordering and arranging delivery and storage of materials and equipment
- To undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services, operating and machinery
- To ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds. Keeping accurate manual and computerised records where appropriate.
- To monitor work requests on the premises mailbox. Ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner

## Health and Safety and Security

- To maintain the site in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and emergency equipment; the safe storage of any potentially harmful materials, testing of all electrical appliances annually
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To act as a key holder for the school on call-outs in the absence of the Site Manager
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To test the fire call points, intruder alarms are tested weekly, emergency lighting and water testing every half term and results recorded
- To assist in the locking up of the school during term time on an ad hoc basis and for the unlocking and locking of the school during school closure periods.

## General Site Duties

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse (including clinical waste), ensuring toilets checked daily for fresh supply of disposables etc. To undertake emergency cleaning e.g. following spillage, bodily fluids etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To manage the maintenance of all external areas to ensure these are in a clean, tidy and safe condition
- To carry out PAT testing and keep accurate records, if trained to do so.
- To undertake minor window cleaning as required
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation
- To undertake such other duties as are required and are commensurate with the level of responsibility of the post holder