



**ST PETER'S SCHOOL
JOB DESCRIPTION**

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Site Assistant
HOURS WORKED:	Full Time 37 Hours per week
GRADE:	2 Point 4-5
RESPONSIBLE TO:	Premises Manager
PURPOSE OF JOB:	To foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. To take day to day responsibility to provide a secure and safe learning environment for all students, staff and visitors.

MAIN RESPONSIBILITIES:

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

Main Purpose

The post holder is responsible for:

- Assisting their line manager in ensuring that the school site and grounds are maintained in a safe, clean and secure condition.
- Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school.
- Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portorage, administrative and lettings duties.
- Assisting in the provision of advice and training for premises related matters including legislation and regulations.

Duties and Responsibilities

The post holder is responsible for specific site tasks and specific areas of the school but can expect to assist the Premises & Site Manager in a full range of site duties and any appropriate work within the school as reasonably required by the Headteacher.

Operational

- Act (when required) as key-holder and control site keys, and routine and non-routine opening (including emergency call-outs for intruder/fire alarm and other users of the school facilities outside of routine hours) as directed by the Site Officer.
- Ensuring the school is fit for operational use daily before start of school day (note: includes lighting, heating, site security, clearing snow, gritting paths etc.) (dependant on shift pattern)
- Assist in the maintenance of the school site, buildings and grounds including removal of litter, security of buildings and grounds and the operation of school plant.

- Assist in ensuring maintenance and functioning of the schools heating and utility systems and services.
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, undertaking minor repairs and maintenance tasks which are within the post holders competence.
- Ensure deliveries to the school are correctly accepted, securely stored and distributed.
- Assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect of arrangements such as safeguarding requirements in accordance with school policies and procedures.
- Undertake any portorage duties as required including movement of furniture and equipment as required.
- Assist in supporting third party lettings and community education activities as directed by Premises Manager.
- Ensure that the required procedures for reporting incidents, including accidents are fulfilled
- In the absence of the Site Officer, undertake regular checks required by legislation (e.g. Legionella, asbestos awareness, fire alarm testing).
- Deputise for Site Officer as required.

Administrative

- Ensure all required Risk Assessments are carried out and completed as requested by Headteacher, Premises Manager and that action is taken where necessary.
- Ensure all maintenance logs and registers are updated as directed by the Premises Manager and/or Site Manager.

General

- The Post holder may be required to work outside of normal school working hours for extended school status activities, school events and emergencies as required. Flexibility in working hours is a requirement.
- To assist in the event of school emergencies as required including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Attend training sessions and meetings as required.
- Ensure up to date knowledge with relevant legislation and regulations including Health and Safety, COSHH (Control of Substances Hazardous to Health), communicating to staff as directed by Premises Manager.
- Ensure confidentiality about all aspects of school life, ensuring compliance with Data Protection principles.
- Undertake any other duties of an appropriate level and nature as directed by the Premises Manager or Site Manager.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Management

The post holder will negotiate and engage fully, with targets set annually with the Premises Manager, who will monitor and review the post holder's performance in accordance with the Schools performance management policy.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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

