

## Job Description

<b>Post title:</b>	<b>Site Assistant</b>
<b>Grade/salary:</b>	<b>Grade 3</b>
<b>Reports to:</b>	<b>Primary Business Manager</b>
<b>Responsible to:</b>	<b>Estates Manager</b>
<b>Hours:</b>	<b>20 hours per week, all year round</b>

## Purpose of the Post

To provide a professional and proactive service ensuring the academy operates efficiently for the benefit of the staff and students.

Under the direction and instruction of the Estates Manager (and own initiative), undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portering and maintenance of the academy site and premises thereby ensuring a safe working environment.

Liaise and co-ordinate day-day activities with the business manager at the academy.

Be involved in the day to day Health and Safety of the site and monitor and record tests and activities as directed by the Estates Manager.

## Main Duties and Responsibilities

- Key holder duties, responsible for opening and locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism
- Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, equipment, heaters, etc. are cleaned and maintained with any faults being reported
- Giving adequate supervision to cleaning staff where applicable. Maintaining records of attendance, timesheets, leave, etc.
- Cleaning of designated areas of the building and around the site
- Carrying out portering duties and setting out furniture as and when required
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains and gullies, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings

- In cases of emergency outside the working week e.g. intruders, fire, floods, etc. be required to attend for such as required
- Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
- To undertake minor repairs as required
- Dealing with matters concerning building maintenance and general site issues, including arranging for quotes from contractors, managing small works
- Liaison and supervision of contractors on site, including ensuring log books are signed and site procedures are adhered to
- Assist with legionella testing & monitoring
- Assist with monitoring and recording the condition of asbestos
- Assist with the Fire Risk Assessment, evacuation plans and procedures and testing of equipment
- Assist in recording and monitoring of H&S/Compliance matters within the estates database
- Ability to work flexibly at other sites as and when required to provide support/cover

**Additional:**

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Diverse Academies promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).

## Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
Good literacy & numeracy skills gained from general education	✓		Application form
Previous experience of a similar role	✓		
Health and Safety regulations, NEBOSH general certificate or similar		✓	
<b>Experience, knowledge and understanding</b>			
Experience of undertaking maintenance tasks, arranging for quotes from sub-contractors and supervising small works	✓		Application form / Interview / Portfolio of work / References
Knowledge of a range of procedures for the maintenance and repair of premises and sites	✓		
The importance of Health & Safety, and good practice in relation to cleaning/caretaking	✓		
Knowledge of COSHH regulations		✓	
Supervision of cleaning staff/contractors		✓	
Ability to deal with emergencies and problems in a positive and systematic manner	✓		
IT literate and knowledge of estate management data systems		✓	
<b>Personal attributes and qualities</b>			
Confident, honest, trustworthy and reliable	✓		Interview
Ability to solve problems within area of work/knowledge	✓		
Ability to work effectively and supportively within a team	✓		
Ability to work on your own initiative, set priorities and ensure work is planned and undertaken effectively	✓		
<b>Other</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		