

Job Description

Post Title:	Site Assistant (Primary)	Post No:	JD08
Department:	Education	Grade:	BEX04
Responsible to:	Caretaker		
Responsible for:	No supervisory responsibility		
Functional links with:	Visitors, Security Agencies, Cleaners and Hirers		

Main purpose of the job:

- Assist the Premises Manager on ensuring the security, safety, warmth and cleanliness of the school premises, including maintenance of the site

Major Duties and Responsibilities:

- Routine locking and unlocking of school premises and grounds, setting alarms, reporting defects, preventing trespass and unauthorised parking. (No risk to staff, in line with agreed code of practice)
- Carrying out appropriate fire, safety and emergency procedures in the event of fire, flood, breaking and entering
- Ensuring that premises, furniture, play areas, drains, boiler house, etc. are clean, tidy and safe
- Operating the heating plant to provide heating and hot water as required and checking ancillary electrical equipment and controls in the absence of the premises manager
- Reporting defects and carrying out minor repairs
- Assist with the carrying out and recording of all compliance
- Ensure knowledge is up to date by completing relevant compliance training.
- Support with the hiring and letting of the school as well as events that are held on the school site.
- Follow all safeguarding procedures and ensure children's safety is at the forefront of all actions.
- Any other duties as determined by the Head Teacher and the business needs of the school.

Resources:

- Heating plant
- Cleaning equipment

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Job Activities:

- Understanding, operation and maintenance of complex heating equipment
- Understanding and operation of security equipment
- Dealing with trespassers and unauthorised parking
- Understanding and operation of emergency, fire and safety procedures
- Decisions on application of frost / freezing precautions when appropriate

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: <i>(if required)</i>	