



SEAX Multi-Academy Trust

Employee's Name:

Employee's Signature Date

Site Assistant

Job Description & Person Specification

Job Title:	Site Assistant
Grade:	Scale 5 (Points 8-11)
Based at:	Thriftwood School & College (School site)
Reports to:	Estate Manager, School Business Manager, Headteacher
Responsible for:	Site security, maintenance and support to the site team.
Liaison with:	Estate Manager, School Business Manager, school staff, contractors
Job Purpose:	Under the direction of the Estate Manager or School Business Manager: <ul style="list-style-type: none"> To contribute to the smooth running of the School by undertaking effective caretaking maintenance, Health & Safety and security of the site.
Principal Accountabilities:	<ul style="list-style-type: none"> To undertake site caretaking duties, including repairs, maintenance and cleaning, ground works, ensuring prioritisation of key tasks To ensure security of the site and related equipment is maintained To assist the Estate Manager in providing a professional, efficient and effective premises support service to the school

Job Description: Site Manager



Duties:

The duties of the post, as outlined, will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Security

- To provide emergency / relief/holiday cover for other site staff.
- To liaise with the Estate Manager to organise and manage the work of the maintenance and cleaning team – plan Tuesday to Friday pm work schedule to cover absence / emergencies etc.
- Act as keyholder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. The routine and non-routine opening / locking of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s)
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Caretaking and Maintenance

- With the Estate Manager, identify and prioritise maintenance requirements and prepare work programme to ensure the site is maintained safely.
- To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing a washer etc;
 - redecoration, as appropriate;
 - plastering work, such as repairing cracked or broken plaster, making good damaged walls, eg following the removal of shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, both internal and external (N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level);
 - Grounds maintenance e.g. grass cutting, hedge trimming, removal of leaves;
 - Refuel the minibuses;
 - Clean identified areas of the school on a daily basis, and other areas as required.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available, carrying out frost precaution procedures, as necessary.

Other Duties

- Completing claims for overtime.
- Completing orders for the requisition of stores and repairs (Chandler only – for emergencies).

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School.
- Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School
- Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Trust

General Duties

- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage interaction and teamwork within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect confidentiality and maintain professionalism at all times
- Actively engage in relevant training opportunities, taking responsibility for own professional development
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall ethos, work and aims of the school and Trust
- Comply with all School and Trust policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Site Manager

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security PAT Testing qualification	✓	✓
Knowledge of relevant Procedures	Knowledge of First Aid		✓
Literacy	Good reading and writing skills	✓	
Numeracy	Ability to count and undertake general mathematical calculations	✓	
Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks	✓ ✓	
Communication			
Written	Ability to complete forms, write letters and reports	✓	
Verbal	Ability to exchange complex verbal information clearly	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	✓ ✓	
Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role		✓
Child Development	Basic understanding of the general aspects of child development	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing		✓
Curriculum	Basic understanding of the learning experience provided by the school in relation to the role	✓	



Behaviour Management	Understanding of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with others	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Understanding and implementation of confidentiality	✓ ✓	
Responsibilities			
Organisational skills	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to supervise and monitor the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach	✓	
Creativity	Demonstrate ability to resolve complex problems independently	✓	
General			
Equalities	Awareness of and commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	Understanding and implementation of the Trust's Data Protection Policies	✓	
CPD	Be prepared to develop and learn in the role	✓	
	Ability to effectively evaluate own performance	✓	