

Bettridge School

Job Description



Post	Site Assistant
Grade	Grade 4 (point 7-10)

Special Conditions

30 hours per week, Monday – Friday, all year round.

Hours: Monday 7.30am – 2pm and Tuesday – Friday 11.30am – 6pm.

Flexibility with working hours is required during holiday periods and on occasions throughout the year to suit the requirements of the school (including cover for absence, if necessary, on evenings and weekends). Any additional hours to be worked by agreement with the Headteacher or School Business Manager. There is a holiday entitlement of 25½ days per year plus bank holidays (after 5 years employment, 30½ days per year plus bank holidays). Holidays are to be taken by agreement with the Site Manager taking into account specific periods where a member of the premises team must be on site.

The Site Assistant will be required to cover for the Site Manager's duties as appropriate in the event of his/her absence.

Relationships

The post holder is responsible to the Site Manager and School Business Manager (SBM)

Principal Contacts

Headteacher, Business Manager, Site Manager, School Staff.

Purpose

Under the direction of the Site Manager to ensure that cleaning, security and main services operate efficiently and to undertake caretaking, grounds maintenance and other duties which support the operation of the school.

To have the ability to respond flexibly to changing priorities and support all of the school's activities.

The school caters for children of all ages with a wide range of special needs and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

Main Duties and Responsibilities:

Administrative

- Familiarity with using ICT as a tool to communicate
- To assist the Site Manager in keeping records of work undertaken by contractors
- To assist the Site Manager and Admin Staff carry out the annual check of inventory items

Security

Under the direction of the Site Manager and as required, to carry out duties associated with the security of the school premises, including:

- Locking and unlocking of premises
- Carrying out security checks, including the site perimeter
- Operating fire and safety systems, including routine checks as instructed
- Checking that appliances are switched off as necessary
- Carrying out lettings if required due to staff absence

Health & Safety

- To be familiar with and assist the Site Manager with the implementation and monitoring of the school's Health & Safety policy
- Support the Site Manager during fire evacuations and act as the lead fire warden in his absence
- Ensure safe working practices and the correct use of plant and equipment at all times
- Safe storage of all cleaning and COSHH materials
- To attend any training courses internally and externally

Lettings

Under the direction of the Site Manager, carry out lettings, ensuring they are appropriately serviced in accordance with the school's policy

Heating System

Under the direction of the Site Manager and as required, to carry out duties associated with the operation of the school heating system, including:

- Checking operation & maintenance of boiler/heating plant(s)
- Carry out routine maintenance as prescribed
- Carry out routine maintenance of the Biomass boiler
- Carry out regular checks on water temperatures throughout the building
- Reading meters

Maintenance of Premises and Furnishings

Under the direction of the Site Manager and as required, to carry out the day-to-day maintenance of the school premises and furnishings, including:

- Routine/annual checks to be made to equipment and carry out minor repairs as instructed
- Undertake repairs and maintenance work including carpentry, plumbing, joinery and general handyman duties
- Renewing light bulbs, fluorescent lamps and cleaning fittings
- Reading electricity, gas and water meters
- Carrying out minor repairs to premises, e.g. replacing washers, missing screws in hinges and catches, repairs to broken windows, clearing blocked sinks, replacing toilet furniture
- Undertaking internal decoration of buildings
- Assembling 'flat pack' furniture
- Collect and dispose of refuse and recycling in and around the school premises
- Liaising with school staff, contractors and external agencies
- To undertake weekly flushing of little used outlets

Upkeep of External Areas

Under the direction of the Site Manager and as required, to carry out the day-to-day maintenance of the school premises and furnishings, including:

- Minor repairs to paths, paving, fences and gates
- Keeping external areas free from litter and debris by removing litter, leaves, grit, etc. from hard surfaces (e.g. playgrounds, car parks, hard surface sports areas)
- Grounds maintenance work such as cutting grassed areas, maintaining trees and shrubbery, using equipment and tools ensuring safe practice at all times
- Regular maintenance of landscaped areas, hand weeding/cutting back where necessary in all areas and borders. Weed treating of hard surfaces such as the car park and paths.
- Carry out regular checks of play equipment to ensure equipment is in good working order.
- Watering specified areas during periods of dry weather to ensure plants thrive
- Ensuring that gutters, drain pies, rainwater gullies and grease traps are kept clear by undertaking regular and routine clearance of these to ensure that they are kept free flowing
- Cleaning out waste bins, grills, etc.
- Assisting in the disposal of waste and keeping the bin store in tidy condition
- Sweeping external hard play areas and paths weekly
- Pressure washing relevant surfaces annually to ensure they are clean and safe
- Ensuring that main entrances and paths are clear of snow and applying grit and salt in winter and, where possible, ensuring that the car park is cleared and safe.
- Painting lines, etc., on hard surface areas

Swimming Pool

Under the direction of the Site Manager and as required, to assist in the day-to-day maintenance of the swimming pool including:

- Assisting with regular treatment and cleaning of the swimming pool.
- Liaising with the Site Manager on levels of pool chemicals to ensure items are ordered and collected
- Cleaning of pool surround, changing rooms, etc., to ensure that a high standard is met.
- Regular cleaning of pool and changing room floors during the day and prior to lettings to ensure surfaces are safe
- Removing and replacing pool cover daily to ensure energy conservation.
- Carrying out routine testing and in the absence of the Site Manager, transporting samples to laboratory on a weekly basis

Cleaning

Under the direction of the Site Manager and as required, to carry out cleaning duties, including:

- Undertaking specified daily cleaning duties should incidents occur and/or covering for cleaning staff as necessary.
- Emptying waste and recycling bins, ensuring the refuse area is kept tidy and secure
- Respond to emergency cleaning duties arising during the school day.
- Cleaning carpets in classes and other communal areas on a rota basis
- Ensuring soap dispensers, hand towels, toilet paper, etc. are replenished as necessary
- To undertake minor window cleaning

Minibuses

- Supporting the use of buses by removing/replacing seats as necessary
- Assist the Site Manager in ensuring that the school minibuses are maintained to the required standard, that the necessary regular checks are carried out
- Assist the Site Manager with minor maintenance of the school minibuses as required such as checking oil, water, windscreen wash, washing, cleaning interior, etc.

Other Janitorial and Support Duties

Under the direction of the Site Manager and as required, to carry out other duties, including:

- Assisting with delivery and general distribution of school supplies
- Assisting with manual tasks which support classroom activities
- Attending to maintenance contractors on site
- Moving furniture as requested, within Health & Safety guidelines, eg. setting out and clearing away chairs for assemblies, moving classroom furniture, deliveries, etc.
- Ensuring waste is segregated in compliance with regulations and recycled where practical and possible
- Driving the school vehicles as required
- Ensuring that any Health and Safety issues are reported to the Site Manager, Business Manager or Health & Safety Co-ordinator
- Contributing to risk assessments
- To order first aid supplies, keep first aid kits stocked up and check supplies are in date.
- Other duties arising from the use of the premises
- To promote the positive mental health and wellbeing of all by embedding the 5 Ways to Wellbeing within day-to-day activities and practice

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
- To present high standards of personal appearance in accordance with the schools ethos and values
- To promote a favourable image of Bettridge School to all building users in all aspects

This job description is not necessarily a comprehensive definition of the post and the postholder may be required to undertake such other tasks appropriate to the level of the appointment as the Headteacher, SBM or Site Manager may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

The post holder will be required to undertake any other training as is necessary, such as safe use of pesticides, pool plant operators course, etc.

Signed

Date



Essential requirements:

- the ability to work effectively independently
- DIY experience at the level of minor maintenance
- skills in painting and decorating
- skills in plumbing, electrical work, carpentry/joinery to a competent DIY standard
- to respond quickly and effectively to emergencies or disruptions
- willingness and ability to liaise and communicate effectively with colleagues and external agencies
- experience of working as part of a team and willingness to do so
- commitment to supporting the schools aims and objectives
- must enjoy working as part of a team, be adaptable and supportive of colleagues
- willingness to undertake necessary training
- deputise for the Site Manager when required
- valid driving licence
- enhanced DBS clearance
- commitment to the protection and safeguarding of children and young people

Desirable qualities and skills:

- skills/experience in the areas of building maintenance/carpentry/ plumbing/ electrical work/ grounds maintenance/ decorating
- experience in carrying out caretaking duties
- qualification as a County Council minibus driver

Personal Attributes:

- have good interpersonal skills and the ability to build and form good relationships with pupils, colleagues and other professionals
- have a good work ethic
- effective in working within busy, demanding environments with conflicting demands
- evidence of excellent attendance and punctuality record
- be trustworthy, dependable and honest
- be physically fit and healthy
- have a high standard of professional pride
- maintain confidentiality
- have a good sense of humour