Job Description			
Job Title	Site Assistant	Job Holder	
Author	Jo Evans	Date Created	January 2020
Date Reviewed		Next Review Date	
Level	4	SCP	8 – 12 £20,871 - £22,515

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To support the Site Manager in the management, organisation and supervision of all matters relating to the school's premises, including the maintenance, security and management of services on school sites.
To assist the Senior Leadership Team in promoting a positive Health and Safety culture by ensuring compliance with all relevant legislation.

Responsibilities	
1.	Open and close the school sites under the direction of the Site & Compliance Manager. This will include out of hours opening and closing for lettings, events etc. and covering for absences.
2.	Carry out effective security procedures to ensure the school buildings and grounds are secured at all times and report any issues to the Site & Compliance Manager. Attend the school out of hours in the event of a call out.
3.	Carry out and record regular checking of the alarms and fire safety equipment and report any faults/defects to the Site & Compliance Manager.
4.	Action defects/issues/requests raised via the Facilities online reporting system, ensuring they are dealt with by the completion date stated.
5.	Walk the school site with the Site & Compliance Manager on a weekly basis to check fire safety routes for compliance and any other health and safety issues.
6.	Carry out effective regular, recorded checks under the direction of the Site & Compliance Manager to ensure that the school is compliant with Health and Safety and any other relevant legislation at all times. Maintain relevant records and ensure they are available for inspection as required.
7.	Ensure general tidiness and cleanliness of the school building and grounds under the direction of the Site & Compliance Manager.
8.	Provide a porterage service ensuring all deliveries are taken to the appropriate dept.
9.	Be responsible for setting up rooms for meetings, training etc. and for the moving of furniture as directed by SLT.
10.	Record and report all meter readings as required by the Site & Compliance Manager.
11.	Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
12.	Deal or arrange to be dealt with all electrical and gas emergencies, making safe initially by turning off the supply.
13.	Action minor/simple repairs e.g. minor plumbing, changing light bulbs, changing plugs, DIY etc.
14.	Supervise contractors to ensure compliance with school procedures, e.g. asbestos register. Ensure contractors are working in line with their RAMS.
15.	Undertake minor repairs to fixtures and fittings including desks, tables and chairs as required.
16.	Undertake redecoration of any area as directed by the Site & Compliance Manager.

17.	Remove all graffiti as required and to ensure the site is as free from litter as possible.
18.	Maintain cleanliness and general tidiness of all external areas including the emptying of the bins on a periodic basis.
19.	Clean and clear all drains and guttering to ensure effective operation.
20.	Inspect the outside fabric of the school and repair/report any defects.
21.	Undertake designated gardening duties including cutting the lawns, trimming hedges, clearing weeds etc.
22.	Clear leaves, snow, ice, moss etc, including treatment of surfaces to ensure the safety of the school community at all times.
23.	Drive school vehicles, including minibuses as requested. Carry out weekly checks to ensure vehicles are adequately maintained and refuel as required.

Duties	
24.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team
25.	Understand and comply with the Support Staff Standards at all times
26.	Actively promote the inclusion of all children into whole school activities.
27.	Actively seek opportunities for professional development.
28.	Be aware of and respect all children's religious beliefs and cultures.
29.	Support, promote and comply with decisions and policies agreed by the leadership team and the governing body.
30.	Develop effective, professional working relationships with colleagues.
31.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
32.	Undertake a 30-minute duty each week.

Compliance	
33.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
34.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
35.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have

	satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
36.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
37.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.