



## JOB DESCRIPTION

<b>Job Title:</b>	Site Assistant
<b>School:</b>	The Emmbrook School
<b>Reports To:</b>	Site Manager
<b>Grade:</b>	2
<b>Employment Status:</b>	Permanent
<b>Hours of Work:</b>	Full time 37 hours a week + 2hrs flexi-time
<b>Job Purpose</b>	To maintain the school buildings and grounds to a high standard.
<b>Departmental/Team Purpose:</b>	The purpose of the school is to meet the educational needs of children and young people within the local community.
<b>Organisation Chart:</b>	<pre>graph TD;     A[Headteacher] --&gt; B[School Business Manager];     B --&gt; C[Site Manager];     C --&gt; D[Site Assistant];</pre>

**Scope****Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

**Staff Responsibilities**

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

**Management of Physical Assets**

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

**Summary of Main Contacts.**

- Site Manager
- Headteacher and Business Manager
- Local Advisors
- Contractors & Suppliers

<b>Main Tasks/Accountabilities</b>
1. To assist the Site Manager by carrying out general handyman duties as required.
2. To ensure the grounds remain litter free at all times and litter bins are emptied regularly.
3. To ensure full compliance with Site COVID protocols.
4. To undertake site maintenance and ensure compliance with H&S regulations
5. Dealing with deliveries and portering goods.
6. Setting up rooms for productions, assemblies and examinations.
7. Where required, unlock and lock the school site and secure the site after lettings.
8. Deal with contractors on site as directed by Site Manager by ensuring contractor signs in and undertakes work in a safe manner.
9. To be aware of Health and Safety issues around the school grounds and resolve any staff concerns in conjunction with Site Manager.
10. To report any problems/incidents to the Site manager.
11. On-going refurbishments of school site.
12. To drive the school minibus when needed.
13. To retain confidentiality about all aspects of school life.
14. Any other duties required by the line manager that reasonably fall within the purview of the post which may be allocated.

## PERSON SPECIFICATION

<p><b>Knowledge/Qualifications:</b></p> <p>To understand Health and Safety guidelines. To be able to understand equipment instructions.</p>
<p><b>Skills/Abilities:</b></p> <p>Ability to communicate with service users and outside contractors if applicable Ability to prioritise work using own initiative Good communication skills and interpersonal skills</p>
<p><b>Experience:</b></p> <p>DIY skills would be an advantage</p>
<p><b>Personal Qualities:</b></p> <p>Competent, flexible and motivated individual with a strong commitment to the role and pride in the appearance of the school.</p>