



SEAX Multi-Academy Trust

Job role

Job Title:	Site Assistant
Hours + daily pattern:	12-6.00pm, 5 days/w, 52 weeks per year
Grade:	Scale 4, Point 6-7
Based at:	Kingswode Hoe School
Reports to:	Site Supervisor, SLT Premises Lead
In Liaison with:	School Staff
Job Purpose:	Support the school site manager with overall maintenance and cleanliness of school buildings, premises and vehicles
Principal Accountabilities:	<ul style="list-style-type: none"> • Support security and fire safety of building • Assist in maintenance of school premises • Assist in maintenance of school vehicles • Cleanliness of building

Job Description:

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

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 post holder.



www.kingswodehoe.essex.sch.uk



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Particular duties:

Security and supervision

- Support school security procedures for the buildings and grounds.
- To act as a key holder, carrying out security procedures for the buildings and grounds; the routine and non-routine opening of premises and grounds.
- Caretaking and maintenance.
- Undertake cleaning of allocated area(s) and secondary cleaning.
- Support site manager and SLT in liaison with contractors.
- Support site manager to monitor equipment and facilities.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder.
- Carrying out regular maintenance & health & safety checks on the school's minibuses according to government guidance.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.

Health and safety

- Work with Site Supervisor and Premises Lead to ensure the site stays safe and compliant.
- Follow health and safety policy, systems and procedures to keep staff, pupils and visitors safe.
- Work with Site Manger to ensure the heating plant operates at the required temperatures and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Testing portable electrical equipment if trained and accredited to do so.

Other duties

- Self-motivated, organised and able to manage own workload.
- Undertaking lettings and related duties as appropriate in accordance with the lettings policy.
- Preparing the school premises and site for any events.
- Support site cleanliness and overall maintenance. Eg. Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of materials and other goods and conveying them to their points of distribution. Dispatching, goods, materials etc.

The post holder must be prepared to undergo and maintain training to meet required standards in the key areas listed and any others identified as part of the role.

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.

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.