

Job Description

JOB TITLE: Site Support Assistant
37 hours per week
GRADE: RG3 (6-11)
REPORTING TO: Facilities Manager

Purpose

- To be responsible for the security and maintenance of the whole school site and to ensure the school complies with current legislation relating to site safety and management
- To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials

AREAS OF RESPONSIBILITY

Site Maintenance

- Undertake emergency and planned maintenance and repairs within capability and respond effectively, maintaining a log of such works
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.
- Where required, liaise with external contractors to maintain cost-effective schedules
- Liaise with the Principal and Facilities Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact
- Manage all contractors on site, monitor their performance and inspect completed work, ensuring that all health and safety requirements are met
- Undertake routine inspections of the site including daily maintenance checks
- Maintain computerised record of all regular checks undertaken
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost-saving projects
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Facilities Manager
- Attend regular meetings, including a weekly site review with the Principal and Facilities Manager
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, and gas and power supplies. Maintain a detailed plan showing the location of these
- Regularly inspect all drains and gullies for blockages remedying as necessary
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees
- Carry out emergency cleaning as required
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning staff to ensure effective replenishment
- To positively support and direct the work of the cleaning and lunch staff to ensure their actions result in a positive, safe and professional working environment

Building Access and Maintenance

- To have knowledge of listed building requirements and maintain the School building in good repair and cleanliness at all times
- To provide access in evenings, weekends and school holidays when required

Fire and Security

- Alongside the Facilities Manager, to ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary
- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems

- As one of the primary key holders be prepared to attend out of normal working hours as and when required
- Monitor traffic on site including adherence to school rules. Along with the Facilities Manager, regularly assess and review traffic & parking policy to ensure optimal safety
- Ensure internal security procedures are adhered to; reporting any issues to the Facilities Manager
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.
- Oversee effective lettings, ensuring clients are briefed on fire safety and evacuation
- Ensure the premises are cleaned as required and the site is secure
- Some evening and weekend cover will be required in connection with school events and lettings

Health and Safety

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records
- Participate in the continuing development of robust, transparent health and safety systems and procedures
- Support health and safety training initiatives and deliver components where appropriate
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary
- Actively participate in the Health and Safety Committee
- To hold children's welfare as paramount concern, administering first aid and clearing up bodily fluids, following health and safety procedures, when required

Cost Effectiveness

- Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities
- Working with the team to promote and manage the letting of the school's facilities within the local community
- To support the management of the schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water

Portering

- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected
- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably requested.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Principal.

Person Specification

Qualifications	Essential	Desirable
Relevant professional qualification in facilities management or a trade		x
G.C.S.E. Maths and English A* - C grade or equivalent	x	
Full Driving License	x	
Knowledge and Understanding		
Experience of managing a budget and planning for school development	x	
Knowledge of the procedures in procuring contractors	x	
A high level of practical knowledge in a specialist area i.e. building, electrics etc		x
Experience		
Experience of managing contractors or professional staff	x	
Experience of dealing professionally with members of the public	x	
Skills and attributes		
Excellent written and verbal communication skills	x	
Ability to work independently on own initiative and be decisive	x	
Ability to work as a member of a collaborative team	x	
Excellent organisational and planning skills	x	
Ability to relate to all personnel within the school environment	x	
Ability to approach all confidential matters with discretion, sensitivity and diplomacy	x	
Knowledge and experience of whole school procedures, organisation and structure		x
Ability to meet deadlines and work in fast-paced environment	x	
Desire to see the Academy grow into an outstanding provision	x	
Personal Qualities		
Confidentiality	x	
Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations	x	
The capacity to remain calm and to cope with the unexpected	x	
Committed and enthusiastic	x	
Confident, positive and flexible attitude	x	
Sense of humour	x	
Attention to detail	x	
Commitment to safeguarding the welfare of pupils and vulnerable adults	x	
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	x	