



Job Description

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| Job Title: | Site Assistant |
| Reports to: | Site Supervisor |
| Grade | Scale 3 Point 14 |
| <p>Role Summary: To undertake a range of duties with regard to the general upkeep of buildings, services and the surrounding environment ensuring the health, safety and security of the users. To work as part of the establishment support team to aid the effective, efficient and smooth functioning of Federation establishment.</p> | |
| <p>Key Tasks and Responsibilities</p> <ul style="list-style-type: none"> • Act as a key holder for the Federation schools, to be responsible for the security of the premises. and ensure that the buildings are available for authorised use. • Ensure sub-contractors sign in, are aware of the 5 C's and are escorted to their place of work. Monitor the method & risk of their working procedures and ensure they are in possession and understand the "Contractors Site Safety Note". • Responsible for the management of stores, goods, and equipment. Distribute as appropriate. • Promote the use of the school sites as community assets by responding to customer requests on building usage • Exercises responsibility for the operation of school heating systems. • Set out and store furniture for school events, and undertake general portering as required. • Be responsible for the general tidiness and safety of the outside areas, i.e. the removal of litter and graffiti from paths and hard surfaces. To keep surface drains free of obstruction, i.e. treating main entrances and paths with salt/grit as appropriate. | |

PFA is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

- Review standard of cleaning on a day to day basis, carry out cleaning duties where rooms are below the acceptable standard, e.g. picking up litter, vacuuming carpets mopping floors.
- Carries out the first line monitoring of any contracts that may be in force from time to time.
- Undertake a reasonable range of Handyperson type duties, as mutually agreed with the Facilities Manager.
- Check and maintain adequate cloakroom provision in respect of hand washing, hand drying, and general toilet requirements according to the rota provided.
- Carries out lettings duties as required (with appropriate notice). Carry out other reasonable overtime requests
- Ensures that equipment involved in the maintenance of the premises is in a safe and proper working condition and is stored safely in accordance with Health and Safety guidelines.
- Know the location of all stop cocks, gas valves and mains electricity power breakers.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

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Key Skills

- Previous experience of working in an educational environment.
- Experience of maintaining equipment and materials in accordance with health and safety legislation.
- Good Organisational skills.
- General Handyperson skills.
- A team player
- Ability to meet deadlines

- Commitment to quality and continuous improvement.
- Flexible to the needs of the schools in the Federation
- Able to work on your own initiative.

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