

## Job Description

### Post: Site Assistant

#### Purpose

Provide a high quality caretaking service by using established standards, procedures and safe working methods that deliver a clean, hygienic, safe and pleasant environment for staff, students and visitors to work in.

#### Duties and Responsibilities

- Secure the academy.
- Work on a rotating 3-4 week on call rota supporting other estates staff.
- Maintain the exterior of the building to the required specification, including the long-term management and maintenance of planting, lawned areas, paths etc.
- General maintenance and minor repair work to the fabric, fixtures, fittings and furniture of the building(s).
- Appropriate painting and redecoration.
- Porterage duties and moving of furniture.
- Manual handling of furniture for the set-up of functions such as parent evenings and student / parent events.
- Empty internal communal rubbish bins daily and work with students on recycling initiatives.
- Collect recycling paper and confidential waste.
- Ensure external rubbish is stored appropriately.
- Unlock and re-lock bins in preparation for pick-up.
- Assist teaching staff with simple tasks as requested.
- Maintain heating and other general services of the academy under the direction of the Campus Manager.
- Traffic management at the start and end of the academy day ensuring students arrive / leave the building safely and that traffic/parked cars are not causing any obstructions or hazards.
- Maintain your equipment and materials – this will include safety checks, cleaning and correct storage of the equipment and materials after use. The post holder must report and remove damage / repairs required to cleaning equipment / tools and the fabric of the building immediately to the Campus Manager.
- Maintain tidy and organised work spaces and storage areas.
- Operate relevant equipment / ICT packages (e.g. MS Office, internet, intranet, e-mail).
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Campus Manager.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***