



**ST IVO SCHOOL**

## **Site Assistant**

### **Job Description**

<b>HOURS OF WORK:</b>	Full time (37 hours, 52 weeks)
<b>GRADE:</b>	Scale 1C
<b>SALARY:</b>	Point 8-Point 10 (£15,246 – £15,613)
<b>RESPONSIBLE TO:</b>	Residential Site Officer

#### **The Role**

To assist in ensuring that all school sites are maintained and safe, clean and in a secure condition as required and assisting in such tasks as may be necessary for the effective site management. This will include site maintenance, minor repairs and decoration, security, waste management, grounds services and cleaning.

#### **Major tasks**

- Ensure the security of buildings, contents and grounds.
- Enable access to buildings and grounds to authorised persons.
- Assist in carrying out maintenance and repairs to the building, furniture and equipment, including glazing, plumbing, decorating, general repair and maintenance within the scope of a competent semi-skilled worker.
- Operation of the heating, lighting and security systems.
- Porterage duties as required, including the laying out of furniture and other equipment for timetabled activities.
- Miscellaneous duties of a practical nature as circumstances demand.
- Any cleaning not covered by contract cleaners.

#### **Job Activities**

- Routine security arrangements to prevent unauthorised access to the site and buildings to prevent theft and vandalism.
- Report unauthorised users to the site to the site team officer or premises manager and to call out police where necessary.
- On Opening: disarm security system prior to unlocking gates and entrance door, checking the premises have not been disturbed.
- On Closing: Ensure all doors and windows are secure, lights switched off, security systems engaged and walk the outside of the building for a final check before leaving the site.
- To be on emergency call-out list and to provide such access to school as may be required outside of the normal hours of opening, to include access in times of flood, snow or other emergencies.
- \*To carry out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating within the competencies and capabilities of a semi-skilled worker.
- To report to the site team officer repairs and maintenance work which needs to be undertaken.
- \*Direct workmen/workwomen and contractors to the site of repair and maintenance work.

- \*Replacement of bulbs, fluorescent tubes, fuses.
- \*Ensure that all drains and gullies are free-flowing and clean, clearing blockages where appropriate.

***\*This work to be limited to situations where safe access and adequate tools are available.***

- Opening the heating plant to ensure required temperatures are maintained and an adequate amount of hot water is available.
- Cleaning flues and filters.
- Prepare for school and after-school activities, clearing and (in specific circumstances) cleaning up after these activities.
- Laying out and stacking of chairs, desks and tables. Movement of these within the school.
- Taking delivery of stores, materials and other goods and the delivery of such items throughout the school.
- Carrying out tasks in the event of fire, flood, breaking and entering, accident or major damage.
- To transport waste sacks to skips where needed.
- Emergency cleaning in the absence of cleaning staff e.g spillages
- Replenishment of soap, toilet rolls and towels.
- Dealing with instructions concerning the letting of the property, including weekends and carrying out such duties as may be required.
- To report unsatisfactory cleaning to the site officer or the cleaning supervisor.
- To meet each session with the site officer to receive the work programme.
- To carry out any reasonable instructions by the Headteacher.

### **Operational Arrangements**

- The normal working week will be 37 hours.
- These hours will be worked between 06.30 and 22.00 hours Monday to Friday.
- Overtime hours authorised by the site officer in excess of 37 hours will be paid at overtime rates.
- The periods of work within the time limit will be flexible and will be planned to cover the needs of the school as a community college, including weekends.
- The hours of duty may vary from day to day.
- A daily programme of work will be planned with the site officer.
- The assistant site officer will be expected to respond to the needs of the school which cannot be planned. This will include emergencies.

*St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.*

*Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)*

**St Ivo School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**