



ABINGDON LEARNING TRUST

Site Assistant

JOB DESCRIPTION

OBJECTIVES OF THE ROLE (Under the guidance of the Site Manager)

To ensure the various sites are clean and safe for the students and staff to be able to work safely and effectively.

To ensure that the school is opened and closed in relation to the duty rota.

To identify, repair and make safe hazards/defects as reasonably practicable and record appropriately.

TASKS

Security

- To attend to the opening and closing of the school daily at the agreed times given to you.
- To be alert to general security issues at all times.
- To be available to respond to out of hour callouts as per the duty rota.

Utilities

- Ensure that all lights and heating work effectively.
- Be familiar with all stopcocks, gas meters and electricity meters.
- To identify and maintain school systems and operate resources to optimum efficiency.

Site and Grounds Maintenance

- Proactive to site cleanliness and hygiene – e.g. litter picking,

General Duties

- Replenish consumables around site.
- Ensure that all refuse is disposed of promptly as required and sorted appropriately.
- Mop up leaks and spillages.
- Report any defects of building, furniture, fittings and equipment as noticed to Site Manager.
- Porterage of parcels as required.
- Set up rooms as required for events.
- Support Site Manager in adhering to Health and Safety regulations.
- Supervise out of hours lettings as required.
- Liaise with external contractors as required.
- Carry out any other reasonable duty instructed by Site Manager, Business Manager or Headteacher in support of the function of the school.

Maintenance Duties

Required to carry out some maintenance duties – examples of the level of skill required are given below:

- Replacement of toilet flush mechanisms and fittings
- Fixing door handles and other door repairs
- Replacement of fluorescent tube starters
- Small decorating jobs around the school



RESPONSIBILITIES

- Undertake training or invest time to become familiar with equipment and systems used by the school.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other duties as directed by the Site Manager.

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

Abingdon Learning Trust is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do*
- *Co-operate on all issues involving health and safety*
- *Use work items provided for you correctly, in accordance with training and instructions*
- *Do not interfere with or misuse anything provided for your health, safety or welfare*
- *Report any health and safety concerns to your line manager as soon as practicable*

Hours: 25 hour per week.

24 days leave per year rising to 29 days after 5 years continuous service
(Some overtime is available as agreed with Site Manager and Business Manager)

Grade: NJC Grade 4

Ref: School premises Staff Level 2

National Joint Council for Government services "The Way Forward"

June 2018