



**QUEEN'S INCLOSURE PRIMARY SCHOOL**  
**Job Description – Site Assistant**

<b>Post Title:</b>	<b>Site Assistant</b>
<b>Grade:</b>	<b>Grade B</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Performance Managed by:</b>	<b>Site Manager/Headteacher</b>
<b>Hours of Work:</b>	<b>17.5 hpw (to be confirmed at interview)</b>
<b>Job Purpose:</b>	<b>To provide support to the Site Manager to ensure high standards of safety and cleanliness are maintained at all times. To assist with the maintenance of the physical resources on the site (buildings, grounds, materials and equipment) so that optimum use can be made of them</b>

**Requirements of the Post**

**General**

**The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.**

**Be familiar with, and uphold the ethos of the school, expectations of behaviour and approaches to behaviour management.**

**To be professionally discrete and respect the confidentiality of all school matters.**

To be a member of the whole staff and site team.

To be familiar with own role in child protection procedures.

Maintain high personal standards and constantly seek to improve personal practice.

To take responsibility for own professional development in developing competence in the role.

Be willing to learn and apply new knowledge to contribute to wider school improvement.

To attend specific training, as required, to keep skills and knowledge relevant and up to date.

**Site Security**

To act as a nominated key holder.

To lock the school daily during term time, set the alarm system and secure the site as required by the Headteacher.

To support the Site Manager in ensuring that only authorised vehicles are on site and that unauthorised parking is eliminated.

**Maintenance**

To identify, record and report any defects to the Site Manager and support repair as appropriate.

To support the Site Manager to undertake minor repairs or make minor internal improvements to the building or site (subject to receiving appropriate training and/or possessing the appropriate skills).

To maintain and store caretaking/cleaning equipment and supplies in a safe and functional condition.

**Supervision**

In the absence of the Site Manager, take responsibility for contractors attending the school – supervising when on site and ensuring risk assessments are being adhered to.

To ensure that adequate cover and supervision is provided for school lettings if required.

**Cleaning**

To undertake cleaning to the required standard in designated areas of the school using cleaning materials in accordance with COSHH Regulations.

To organise and manage an efficient cleaning schedule.

To allocate work to cleaning staff in accordance with the specification/schedule.

To support the Site Manager in ensuring that daily, term time and periodic cleaning takes place.

To support the Site Manager to monitor and address standards of cleaning across the school.

To ensure that emergency cleaning is carried out when necessary, and contaminated waste is disposed of appropriately.

To order caretaking supplies within budget allocations in liaison with Admin Office, checking and recording deliveries.

To recommend replacement of cleaning equipment (hardware).

To receive and distribute cleaning and caretaking items delivered to the site as required.

### **Grounds**

To support the Site Manager to ensure that all outside areas remain tidy and safe including checking learning areas for hazards.

To ensure that litter picking and emptying waste bins (including recycling and compost) is carried out on a regular basis.

### **Health and Safety**

To carry out a risk assessment of the school each day while locking up.

To ensure safety procedures and safe working practices are adhered to at all times.

To support the Site Manager to carry out risk assessments when necessary.

Be familiar with and implement the school's health and safety policy, including fire drill and evacuation procedures.

Report health and safety hazards immediately to the Site Manager or Headteacher.

**To undertake such other duties as may be reasonably required by the Headteacher**