

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.

Carry out the functions of a site assistant and cleaning supervisor to support the Trust's relentless focus on student achievement in order to prepare our students to lead successful lives.

The post holder is directly responsible to the Campus Manager.

Duties and Responsibilities

- Secure the academy.
- 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).
- Undertake training as and when required.
- Contribute to the overall ethos of the Academy / Trust.
- Maintain a flexible attitude towards working hours and duties.
- Perform any other reasonable tasks as requested by the Campus Manager or any other senior member of staff.

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