



Job Description

Job Title	Site Assistant (UST)
Reporting to	Senior Site Assistant (UST)
Functional Area	Unity Schools Trust
Salary Level	USTS4 £18,883 to £21,450 per annum (full time)
Employment Status	36 hours per week, Monday to Friday, Full Year (52 weeks) <i>(working in accordance with a team rota system, weekend work may also be required)</i>

Job Purpose

Working as part of a team to ensure that Trust / school premises, grounds and its contents are appropriately maintained, cleaned, secured and fit for purpose in line with all relevant legislative requirements.

To assist in making our schools a clean, healthy and safe environment for all.

Key Responsibilities

- Working as a member of the Site Team ensuring that the schools are open, prepared and staffed for all activities and agreed lettings
- Cleaning – to keep clean, or supervise the cleaning of, all areas of the school including emptying bins (including recycling), daily litter collection, liaising with refuse collectors and cleaning contractors and emergency cleaning during the school day
- Portage – to deliver supplies and move items of furniture as directed and within an agreed timescale
- Supplies – check supplies of products such as personal hygiene, paper and sundry items and replace as required
- Maintenance – to undertake general maintenance (within capability and training), e.g. plumbing, heating and carpentry
- Security – assist with, and where required have responsibility for, locking and unlocking of all areas of the site including regular setting of the alarm. There may be occasions where response is required to an alarm call-out in the absence of the senior site assistant
- Minibus – ensuring appropriate maintenance of transport and driving, as required
- Health and Safety – to comply with regulations with respect to a school premises as directed, and relevant standards and legislation including safe access to buildings and classrooms in the event of snow or other emergency situations
- Utilities – record utility usage where directed
- Improvement Work – to assist or instigate an annual programme of minor maintenance and decoration that will include painting, removal of graffiti and termly inspections of the site
- Lettings – to provide supervision of lettings and assistance where required
- Contractors – to provide supervision and assistance to external contractors as required
- Record Keeping – maintain records on building systems and their use where appropriate
- Ensure that any works undertaken are requested and agreed via your line manager and submitted on an approved purchase order

Health, Safety and Security

- Know and comply with all aspects of Health and Safety relating to the premises and site (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
- Assist with the precautions necessary to prevent fire or flood damage.
- Conduct regular patrols of premises during 'out of hours' periods – ensuring the security of the buildings, as required
- Provide key holder cover during 'out of hours' lets/ events and Academy holidays, as required
- Provide portage provision for members of staff.
- Challenge intruders.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all matters to do with Health, Safety and Welfare.

Experience, Knowledge, Understanding and Skills

- Principles and practices of effective site management
- Contribute to the development of the policies and procedures of the site management team
- Keep well informed with regards to working practices that impact on the role
- Ensure that all work is conducted in line with Trust health and safety policies, procedures and guidance
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Deal promptly and effectively with procedures
- Able to prioritise workload, working to deadlines, using initiative under the guidance of the Senior Site Assistant
- Effective basic DIY/practical skills
- Knowledge of good practices in building services
- Good organisational and planning skills
- Formal health and safety training
- Ability to analyse tasks and establish how they may be best achieved
- Excellent organisational and planning skills
- Full clean driving licence
- Experience of maintaining records, using IT systems and paper based methods

Working with Colleagues and Communication

- Support and maintain collaborative, productive working relationships with all staff and other professionals, internally and externally of the Trust and it's schools
- Ability to co-ordinate and liaise with external parties, always presenting the trust and schools in a professional and efficient manner
- Possess good communication skills, working with appropriate the appropriate levels of tact, discretion, impartiality and confidentiality required
- Attend team training, briefings and development sessions, as required

Personal Development

- All staff participate in the performance management scheme
- Take responsibility in developing continuing professional development (applicable to post), as part of performance management.
- Engage in briefings, appropriate training etc, to ensure the responsibilities of the role can be effectively completed

Other Requirements

- To promote and safeguard the welfare of children and young people at all times, upholding trust policy in respect of safeguarding and child protection matters
- To promote positively, support, and encourage the Trust / school vision, values and ethos and its objectives, policies and procedures.
- To be aware of and adhere to all policies and procedures, including Health and Safety.
- To carry out any other duties as may be reasonably required by management.
- To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.