



# **Job Title: Junior Site Services Assistant**

---

**Post ref. L3264D**

**Grade 2**

**Term Time only – 39 + 2 weeks (to be worked during the summer holidays)**

**22.5 hours per week**

**Working days – Monday – Friday 4.5 hours per day (10:00am – 2:30pm)**

---

## **Job Description**

---

### **1. Purpose of the Role**

Under the direction of the Site Services Manager, the Junior Site Services Assistant will support the provision of a safe, clean, secure, and well-maintained school environment. The post holder will contribute positively as a member of the whole-school team while undertaking duties associated with site Services and general maintenance.

The role requires strict adherence to health and safety procedures and the maintenance of confidentiality at all times.

---

### **2. Safety and Security**

The Site Services Assistant will assist with, and be instructed in, the following duties:

- Ensuring the security of school buildings and grounds
- Carrying out regular sensor and safety checks
- Issuing, labelling, and monitoring keys issued to staff

Any health and safety concerns must be reported immediately to the Site Services Manager.

---

### **3. Stock Control**

- Assist the Site Services Manager in maintaining adequate stocks of essential janitorial and maintenance supplies (e.g. nuts, bolts, washers)
  - Monitor site supplies including toilet tissue, paper towels, and general maintenance materials
- 





## 4. Repair and Maintenance

Under the direction of the Site Services Manager, the post holder will:

- Carry out routine site checks and report faulty equipment where necessary
  - Undertake minor repairs, general maintenance, and decorating tasks
  - Assist in maintaining site cleanliness, including litter picking and tidying after school events
  - Ensure entrance areas are clean and tidy
  - Keep paths and walkways clear of snow and ice using salt and grit as directed
  - Assist with setting up halls and premises for school, parent, and community events, including moving tables and chairs
  - Support the replacement of noticeboards, door frames, and doors
  - Move parcels and deliveries safely to required locations
  - Undertake deep cleaning as directed
  - Use tools and materials safely and appropriately, following training
  - Store equipment and tools correctly and safely
  - Undertake internal school cleaning duties as required
  - Clean school signs, name boards, and directional signage
- 

## 5. General Responsibilities

- Interact in a caring, positive, and friendly manner with pupils, staff, and visitors
  - Be mindful of safeguarding and child protection responsibilities in line with the Child Protection Policy
  - Report any concerns, hazards, or non-compliance to the Site Services Officer
  - Follow all health and safety policies and procedures
  - Work effectively as part of the whole-school team
  - Attend and undertake necessary training to maintain up-to-date knowledge and skills
  - Participate in an annual review to discuss performance and identify training needs
  - Carry out any other duties appropriate to the role and salary grade
- 

## 6. Policies and Compliance

- All duties must be carried out in accordance with the City Council's Health and Safety Policy
- The post holder is accountable for adhering to the City Council's Equal Opportunities Policy
- Any duties involving personal data must comply with corporate data protection guidelines

