

Job Description: Site Services Assistant



Whitmore Park Primary School

Post: Site Services Assistant

Grade: 3

Salary Range: £25,185-£26,403 per annum pro-rata based on hours/weeks worked

Hours: 15 hours a week, Monday-Thursday 2.30pm-5.45pm, Friday 2.30pm-4.30pm all year. With the opportunity of additional hours to include driving the school minibus on school trips and taking it for preventative maintenance checks and providing cover or additional support to the Site Services Manager as required.

Contract type: Permanent

Reporting to: Site Services Officer, School Business Manager, Headteacher and Governing Body

Job Purpose

To support the Site Services Officer in carrying out a wide range of duties providing high standards of cleanliness, general security and maintenance of the school premises. To include cleaning and handyperson activities under the direction of the Site Services Officer, School Business Manager and Headteacher. To deputise for the Site Service Officer in their absence and undertake the Site Service Officer's duties as set out in the Site Service Officer's job description as directed by the School Business Manager.

Main Duties and Responsibilities:

Site Security

- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- To be flexible and able to deputise in the absence of the Site Service Officer and support the school opening and closing procedures.

Repairs and Maintenance

- Identify and report building, furniture or fittings damage/issues to the Site Service Officer / Business Manager and undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
- Undertake a range of handyperson duties as directed by the Site Service Officer / School Business Manager (e.g. painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards, changing light bulbs, fitting plugs, changing fuses etc.)
- Escort contractors to site of repairs and maintenance and ensure safe working practices/quality of work.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate

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Premises Maintenance

- Be responsible for general tidiness and safety of outside areas.
- Keep drains, low level gutters clear of obstructions / deal with blocked drains.
- Ensure the whole site is kept free of all litter and rubbish including fallen leaves.
- Keep paths, steps, walkways, etc. free of snow and ice, using and ordering salt and grit as necessary.
- Empty internal bins daily and external bins twice weekly.
- Clean up spillages as required.
- Clean windows and blinds as required.
- Clean carpets on a rolling programme.
- Be responsible for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water.
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Regularly clean designated areas of the school building and grounds according to instructions.
- Provide cleaning duties/cover as required.
- Maintain school cleaning equipment and stores, ensuring adequate supplies
- Movement of equipment and furniture within the school, as required.
- To comply with all health and safety requirements.

Minibus Driving (as required)

- Drive the school's minibuses for school trips and maintenance, MOT checks etc.
- Ensure that the minibus is kept clean and in good condition, including, but not restricted to:
- Clean the bus, both inside and out as required
- Ensure signs inside the bus are properly attached and in good condition
- Visual inspection/checking of tyres, lights, oil, water, fuel before each journey
- Drive the minibus in a safe and responsible manner at all times
- Assist pupils to board on/off the vehicle as required and to ensure that they are seated securely using seat belts and/or harnesses.
- Adhere to all school policies including Health and Safety guidelines/risk assessments for minibus drivers
- Undertake the appropriate training

Routine Checks

- Carry out daily, weekly, termly, annual routine checks including perimeter check, inspection of play areas and equipment, emergency lighting, fire alarm, fire call points etc.
- Ensure routine health and safety checks are carried out regularly by specialist contractors including water hygiene, fire alarm, electrical testing, fire extinguishers etc.
- To undertake all necessary training required to carry out duties.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Site Services Office, School Business Manager and Headteacher

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Person Specification Site Services Assistant

Job Requirements	
Knowledge:	<ul style="list-style-type: none">• General knowledge of basic carpentry, plumbing, plastering, electrics etc.• Knowledge of Health and Safety in the workplace
Skills and Abilities:	<ul style="list-style-type: none">• Able to liaise and communicate effectively with staff, parents and visitors in a friendly way, and in respect of duties to be performed and deadlines to be met.• Able to complete forms, read instructions, record information, write basic reports/messages for the Site Services Officer/Business Manager or Headteacher.• Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments.• Able to follow instructions and procedures within the school.• Able to move equipment/objects• Able to undertake general tasks not requiring skilled trade qualifications, e.g. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing.• Able to operate equipment, power tools and tools safely.• Must be physically fit and willing/able to lift/move objects.• Demonstrate flexibility in deputising for the full-time Site Services Officer and undertaking specific projects outside of normal working hours.
Experience:	<ul style="list-style-type: none">• Background of industrial or school environment which highlights tradesperson, machinist, maintenance, labouring or similar level or be able to demonstrate good basic DIY skills.
Educational:	<ul style="list-style-type: none">• Able to communicate effectively orally and in writing.• Numeracy skills to be able to calculate the cost of repairs/equipment/materials needed and basic shopping for materials.
Special Requirements:	<ul style="list-style-type: none">• Must be over the age of 21 and hold a full driving licence for a minimum of 2 years to drive the school minibus• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An• Enhanced DBS Disclosure will be required prior to appointment.• Must be willing to be flexible.• Must be willing to become involved in the life of the school• Must be willing to recognise the importance of confidentiality.

Reviewed: September 2025