

## **JOB DESCRIPTION**

**Job Title:** Site Services Assistant at Whitley Academy  
**Grade:** G3  
**Hours:** Full - Time, 37 hours per week (shift pattern will be agreed after initial training and could include mornings, evenings and weekends).  
**Status:** Permanent

### **Job Purpose:**

Under the day-to-day direction of the Site Services Manager responsible to work with the practices and procedures of the Academy, for the transportation of pupils to and from various locations, and activities associated with janitorial and handyman duties.

### **Main Duties and Responsibilities:**

1. Security of the buildings and grounds including routine and non-routine opening of the premises and setting alarms as required. This will also include being a key holder for out of hours' contact.
2. Carry out site induction for contractors visiting site.
3. Ensure the whole site is kept free of all litter and rubbish.
4. Act as a First Aider to the school and provide basic first aid assistance (training will be provided).
5. Inspect all play areas and equipment and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed.
6. Take delivery of site stores, materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required.
7. Assist & carry out site inspections under the guidance of the Multi Academy Trust Site Services team.
8. Undertake minor repair and maintenance work, including but not limited to:

Carpentry: Refitting white boards and pinboards, replacing door and window furniture, easing doors, etc.

Plumbing: Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps, and potato sumps are kept clear and disinfected.

Electrical: Fitting of plug taps, replacing plug fuses, light tubes, bulbs and starters.

General: Minor plaster repairs, minor repairs to floor covering, touch up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.

9. Undertake grounds maintenance duties which are not included in the Academy's grounds maintenance contract specification including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. The general litter/glass, etc. clearance from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts.



**Whitley Academy**

### **Cleaning Duties**



**FINHAM PARK**  
MULTI ACADEMY TRUST

7. Clean school signs, name boards and directional signs.
8. If required, undertake cleaning of areas without encroaching on allocated time required for site services duties.
9. Clean windows as necessary in between contractors visits.
10. Carry out procedures in the event of emergencies, & provide assistance with general enquiries relating to the use of the site.
11. Keep paths, steps, walkways, etc. free of snow and ice, using and ordering salt and grit as necessary.
12. Undertake all necessary training required by the Academy.
13. Any other duties and responsibilities within the range of the salary grade.

### **Driver Duties**

1. Transport pupils to and from locations,
2. Work out the best available route to get students to and from locations to minimise time spent on the vehicle by pupils.
3. Clean the vehicles.
4. Maintain any driving, vehicle and record logs.
5. Take whatever steps are necessary in obtaining assistance or alternative transport in the event of an accident or a vehicle breakdown.
6. Reporting any matters relating to the vehicle, eg. accidents, difficulties in bad weather and completed associated paperwork.

### **General**

1. The post holder must carry out his or her duties with full regard to the school's Equal Opportunities Policy
2. Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)
3. The post holder should have knowledge of and compliance with relevant school policies and procedures
4. The post holder will perform any other duties and responsibilities within the range of the salary grade

### **Finham Park MAT operates a strictly non-smoking policy**

<b>Responsible for:</b>	<b>n/a</b>
<b>Responsible to:</b>	<b>Site Manager</b>
<b>Date of issue:</b>	<b>March 2021</b>