



## Site Services Assistant

GRADE:	3
RESPONSIBLE TO:	School Business Manager / Site Services Officer

### Main purpose of role:

To be responsible through the day-to-day direction of the Head Teacher/School Business Manager for all activities associated with Site Services Assistant.

### Duties and Responsibilities:

#### Janitor

- Assist the School Sites Officer with taking responsibility for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms. To ensure all windows, doors and gates are secured when building not in use.
- Assist the School Sites Officer with ensuring that the whole site is kept free of all litter, fallen leaves on pathways and rubbish and daily emptying of litterbins.
- Assist the School Sites Officer with ensuring necessary steps and precautions are taken to prevent delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking.
- If required take delivery of materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school, as required.

#### Outdoors & Grounds

- Maintenance of grounds to include litter picking, weeding and pruning
- Use a range of tools and equipment e.g. pressure washer, leaf blower
- Assist Site Services Officer with maintenance of all outside furnishing and play equipment
- Assist with planning of grounds development (e.g. planting and maintenance)
- Painting – liaising with the School Business Manager regarding a set programme for the external painting of outside furniture/equipment
- Ensure site/pathways gritted during bad weather and liaise with HT/SBM/SSO re possible school closures

#### Handyperson Duties

Assist the SSO with undertaking minor repairs and maintenance work including:

- Carpentry – refitting blackboards, whiteboards and pin boards, replacing door and window furniture easing doors, etc.
- Painting – liaising with the Headteacher regarding a set programme for the internal and external decoration of the school.
- Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear.
- Electrical – basic electrical repairs (not including mains circuitry), e.g. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters.
- General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
- Assemble self-assembly furniture
- Provide assistance to the SSO when needed for 'two man' jobs

- Erect scaffolding (having undertaken the appropriate training)

### **Cleaning Duties**

- Carry out daily cleaning of an area and substitute for absent cleaners if required

### **Miscellaneous**

- Provide relief SSO services where possible
- Act as relief Key holder when necessary
- Undertake any appropriate training in order to fulfil the role
- Carry out daily/weekly/termly inspections (including statutory inspections) in the absence of the Site Services Officer
- Open and close school premises (including security alarm) ensuring all gates, doors and windows are closed and locked
- Undertake/supervise evening and weekend lettings when required
- If required drive a minibus to and from venues transporting children/staff and undertake the necessary training
- Attend H&S site inspections as a member of the schools H&S Committee
- Treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection procedures and policy.
- To present high standards of personal appearance in accordance with the school's ethos and values.
- To promote a favourable image of Castle Wood School to all building users in all aspects of the role.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Any other duties and responsibilities within the range of the salary grade.

The Site Services Assistant is directly responsible to the School Business Manager and must be willing to be flexible with their working hours to meet the needs of the school.

### **Person Specification:**

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills.</li> <li>• Health and Safety issues</li> <li>• Janitorial issues in accordance with Health and Safety considerations and emergencies</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to work constructively and flexibly as part of a team</li> <li>• Good organisational and prioritising skills</li> <li>• Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met</li> <li>• Numeracy skills to check stock levels, deliveries and measure areas</li> <li>• Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning</li> <li>• Able to move equipment/objects, clear sites, and undertake general manual tasks</li> <li>• Able to undertake minor repair and maintenance of the school not requiring skilled trade qualifications, eg. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing</li> <li>• Undertake janitorial duties – rubbish collection, litter picking, replenishing hygiene supplies</li> <li>• Able to identify areas where repairs/cleaning is required and is not to the standard expected</li> <li>• Able to assimilate information re equipment and the need to operate it, such as cleaning equipment</li> <li>• Able to complete forms, read instructions, write basic reports/messages for the Headteacher / School Business Manager</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level</li> <li>• Working in a pressurised environment, meeting deadlines</li> <li>• Maintaining a working environment</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions</li> <li>• Numeracy skills to check goods, carry out stock control, undertake calculations</li> <li>• Willingness to undertake job related training</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Must be willing to be flexible</li> <li>• Must hold a full clean driving licence</li> <li>• Must be willing to become involved in the life of the school</li> <li>• Must be willing to attend on alarm call outs</li> <li>• Must be willing to work in a multi-cultural setting</li> <li>• Must be willing to recognise the importance of confidentiality</li> <li>• Must be sympathetic to the community use of premises</li> <li>• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning</li> </ul>

#### **Other:**

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

#### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

#### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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

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

#### **Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***