



**Innovate**  
Multi Academy Trust  
Aspiration, Inclusivity, Kindness, Resilience

## **Job Description & Person Specification Apprentice Trust Site Assistant**

**RESPONSIBLE TO:** TRUST SITE SUPERVISOR

**RESPONSIBLE FOR:** DOES NOT DIRECTLY LINE MANAGE STAFF

**LIAISES WITH:** ALL STAFF ACROSS THE TRUST

**WORKING HOURS** 8:00AM TO 4:00PM MONDAY TO FRIDAY FOR 38 OR 52 WEEKS PER YEAR

**SALARY:** APPRENTICE

### **Purpose of the Job:**

To be part of the Trust Premises Team responsible for improving, maintaining and managing schools' sites including the buildings, grounds fixtures and fittings. Act as first line support to the Trust Site Supervisors in relation to site issues and schools' health and safety, being allocated tasks across a group of schools within a geographical area.

## **Specific Accountabilities**

### **Key Features:**

Completing allocated tasks to maintain all school site buildings and grounds ensuring all internal and external areas are fit for purpose, safe, well maintained and secure. Undertake small, semi-skilled repairs and maintenance tasks as allocated, reporting any faults and damage using our Premises Management Software. Maintain all furniture, fittings & equipment and high standards of cleanliness and hygiene across the site. As instructed by the Trust Site Supervisor ensuring adherence and compliance with all statutory and centralised Trust requirements including health and safety, risk assessments, planned maintenance works and efficient provision of utilities and energy.

### **Site Management & Maintenance**

Complete tasks as allocated by the Trust Site Supervisor to maintain school site buildings and grounds ensuring all internal and external areas are fit for purpose, safe, well maintained, and secure. This includes:

- Undertake small, semi-skilled repairs and maintenance tasks as allocated reporting faults and damage using our Premises Management Software
- Complete any minor maintenance repairs, defects and/or building work using a wide range of tools and equipment including tiles, flooring, fencing, minor roof repairs and similar repairs
- Install fixtures and fittings including shelving, notice and pin boards, coat hooks, brackets, door furniture, blinds, window fittings and similar items.
- Complete preventative maintenance tasks
- Complete internal and external decoration work
- Assist with the installation and maintenance of heating and ventilation systems as required including seasonal adjustments to the systems to maximise energy conservation
- Maintain all tools and equipment in a safe and serviceable condition and secure when not in use
- Prepare school site for inclement weather conditions including snow, heat, heavy rainfall and arrange the purchase appropriate materials as required e.g. salt, grit, additional shade

### **Security**

- As required open/lock up school sites
- Complete a daily site inspection and routine weekly/monthly compliance checks including water flush, emergency light testing, fire alarms, call point tests etc.
- Inspect all alarm systems including fire, security, fire extinguishers and schedule renewals as required
- Challenge potential trespassers and unauthorised parking of vehicles
- Ensure on-site parking arrangements are adhered to and access for emergency vehicles is maintained

### **Cleanliness & Hygiene**

- Ensure and manage high standards of cleanliness and hygiene across the school site using approved and appropriate materials and undertaking cleaning work where applicable to support the cleaning staff
- Ensure cleaning materials and other stock are ordered timely and stocked and replenished
- Ensure cleaning materials are stored and used in accordance with COSHH and other regulatory requirements
- Ensure a good working relationship with the Cleaning teams and develop good communication between all parties.
- Check school site (inside and out) frequently for high standards of cleanliness and hygiene
- Undertake any emergency cleaning of spillages and bodily fluids
- Ensure external grounds and fabric of the buildings are kept well maintained and fit for purpose including clearing of leaves, litter, graffiti, drains and gullies
- Ensure all water appliances are flushed regularly
- Ensure all bins, recycling and refuse containers are emptied regularly and cleaned to deter rodents, pests and insects
- Attend to pest control issues as and when required

### **Health & Safety/Safeguarding**

- Liaise with the Trust Site Supervisor regarding Health & Safety including risk and test assessments for fire, school equipment, alarms and other hazards
- Ensure all fire checks are regularly completed including fire extinguisher checks, fire alarm checks, effective fire activation points, security break glass
- Ensure all areas, particularly fire escape routes are kept free from obstruction and fire doors are appropriately secured and accessible

- Ensure all school sites are clear of any hazardous material and/or equipment, fire exits clear and trip hazards avoided
- Ensure all heating systems, fan heaters and other heat generators are monitored and switched off at close of school day
- Ensure the school site is safe including prompt clearing of hazards and debris at entrances, exits, pathways and car park including leaves, ice and snow
- Attend health and safety training to maintain and update skills and knowledge and complete online training as directed

#### **Energy Management and Conservation**

- Ensure boilers are fully operational upon arrival at school site (winter months) and an ambient temperature is achieved for all staff, children and visitors before the start of the school working day
- Monitor and manage thermostats of rooms, radiators and fan convector heaters regularly and adjust accordingly as per season
- Record regular readings of all utility meters advising improvements where necessary
- Support the Trust Sustainability Strategy and ensure appropriate recycling equipment is available to encourage recycling within the school community

#### **Porterage**

- Ensure deliveries are attended to promptly receiving items correctly and delivering to final destinations and/or ensuring safe storage until delivery.
- Undertake general porterage duties around the school site
- Move furniture, set out room configurations and clear away as required for school events, assemblies, parents' evenings' etc. using appropriate manual handling techniques and equipment
- Assemble any furniture or equipment upon arrival or as requested by line managers

#### **Other**

- Attend and participate in regular meetings and take part in training and other learning activities as required by the Trust
- Undertake other duties which may arise from time to time, to be agreed with the Trust Site Supervisor

#### Arrangements for appraisal of performance

The role will be monitored through the Trust's performance management programme and by the usual monitoring systems of the Senior Leadership Team.

---

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. This job description may be amended at any time, following consultation between the employee and the Trust Premises Partner and will be reviewed annually.

## Person Specification Trust Site Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may also be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential (E) Desirable (D)	Tested By
<b>Qualifications and Experience</b>		
Good level of general education including Maths & English (Grade A – C or 9 – 4)	E	A, C
Relevant experience of similar work or a willingness to study for an apprenticeship	E	A, C, I
Current driving licence with a means of travelling between school sites	E	A, C,
Experience of working in an Educational environment (HE or schools/colleges)	D	A, I
Proven experience in a similar role	D	A, I
Proven ability to undertake range of routine maintenance tasks	D	A,I
Proven ability work on own initiative	E	A,I
Experience of working in a 'practical' environment, demonstrating evidence of completing semi-skilled projects	D	A,I
<b>Skills &amp; Knowledge</b>		
Good interpersonal skills able to act professionally and communicate effectively with children, staff, and parents	E	A, I, T
Ability to complete range of routine maintenance tasks	E	A, I, T
Ability to undertake multiple priorities and to deadlines	E	A, I, T
Ability to be 'hands on' and practical, able to solve problems	E	A, I
Ability to work as a team	E	A, I
Good written and oral communication skills	E	A, I
Ability and follow tasks	E	A, I
Computer literate	E	A, I
<b>Personal Qualities</b>		
Ability to work flexibly under pressure to be able to meet deadlines	E	I
Ability to work on own initiative with a proactive approach	E	I
Ability to work flexibly as required	E	I
Physically fit to undertake physical elements of the role	E	I, M
Willing to undertake further training	E	A, I
Willing to wear full PPE and appropriate equipment	E	A, I
Commitment to safeguarding and diversity	E	I

Understanding your roles and responsibilities as part of the wider contribution you make to pupils' learning	E	A, I
Empathy with the school ethos and values and able to role model these	E	A, I
<b>Additional work elements</b>		
<p>The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.</p> <p>This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.</p> <p>The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.</p> <p>Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Trust Site Supervisor or Trust CEO.</p>		

**A** – Application Form, **C** – Certificates, **I** – Interview, **M** - Medical Report, **T** - Task