



JOB DESCRIPTION

TITLE: Assistant Site Agent

SCHOOL: River Bank Primary

RESPONSIBLE TO: Head Teacher/Site Agent (1 or 2)/ Operations Manager

GRADE: L2

PURPOSE OF POST:

Responsible to the Site Agent/Head Teacher for the attention required to keep the School functioning, particularly in the areas of:

1. Security of premises.
2. Heating and Lighting.
3. Maintaining high standards of cleanliness.
4. Maintaining premises in good state of repair.

ORGANISATION CHART:

Site Agent/Operations Manager/Headteacher

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Assistant Site Agent

PRINCIPAL RESPONSIBILITIES:

1. Assist in the security of premises -
 - Ensure School is secure out of working hours, following correct procedures for Alarm systems.
 - Ensure all doors & windows are secured and all lights & heaters are switched off after use
 - Undertake the responsibility of keyholder as required.
 - Ensure school is open for pupils each school day and to persons who have hired the premises for public or private use.
 - Carry out all necessary checks to ensure fire alarms, extinguishers and related equipment is fully functional at all times.
2. Help to ensure that the temperature within the school is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency. Where appropriate, ensure adequate supplies of fossil fuels are available to enable continuity of heating.
3. Assist in Ensuring that standards of cleanliness are maintained within the school including monitor work of cleaning employees as required and providing cleaning cover for any accidental spillages, etc. which may constitute a health hazard or as directed by the head teacher. Ensure that cleaning materials are stored and used in accordance with Health and Safety regulations.

The would be a requirement to deal with vomit and or bodily fluids when children are unwell. There would also be a requirement to ensure the school site is clear of animal faeces.

4. Carry out the prescribed tasks in the letting procedure for the school. This may include maintaining a diary of usage, showing potential users facilities available. Ensure thorough daily, weekly, monthly, termly checks are completed along with works during half terms.
Working with premises staff and operations manager to ensure all risk assessments are kept up to date.
5. Undertake other duties as required by the post. This will include; take delivery and store materials, undertake portorage duties, ensure that school site is kept clean and safe, e.g. clearing litter and gritting ice, etc. Ensure all equipment used in cleaning tasks is maintained to required standards. Identify and report to operations Manager any repairs and maintenance work required.
6. Assist in ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by head teacher and operations manager.
7. Building maintenance related duties - carry out handyperson duties in respect of minor temporary repairs (see notes below).

Handyperson tasks

Plumbing

- simple tap repairs
- ball valve re-washing
- clearing blocked sinks, wash basins, toilets etc.
- clearing drainage blocks (above ground level) where visible and accessible
- replacement of toilet seats, repair cubicle doors
- lavatory (cistern), pull changes and hands etc.
- replace plugs sink and wash hand basins
- replace with equal broken pipe brackets, fix or refix
- replace with equal toilet roll holders, fix or refix
- cleaning gutters, rainwater pipes and gullies
- attention to simple leaks suing compression or plastic fittings as appropriate
- thoroughly flush through cold water installation at the end of each holiday period

Electrical

- replacement of all types of tubes and lamps
- refixing of dislodged light fitting diffusers
- removal of broken light fitting diffusers
- replacement of missing screws from light switches and socket outlets
- replacing fuses (on a like for like basis)
- fitting of new and replacement plug tops
- regular sound testing of all bell circuits, fire alarms, class change etc.

Joinery

- simple repairs to skirtings, door and door frames, windows furniture and fittings including attention to door handles, catches and locks
- refixing or replacing door stops, restraining catches, hooks etc.
- easing doors for correction and closing, like for like hinge replacements
- fix shelves and pin boarding
- replace coat hooks, curtain tracks etc.

Decoration

- simple type redecoration, using proprietary paints and finishes

Heating

- check all heating elements, ie radiators, convectors, fan assisted convectors, air vents etc. for correct operation and clean annually, refix loose and damaged casings when necessary.

Energy

- regularly, once a month, read gas, electricity and water meters
- check for correct settings and operations of all thermostats

Furniture

- simple repairs to desks, chairs and other minor repairs to loose equipment and asset checks.

Emergency Action

- isolate and drain down, where appropriate, water, switch off gas and electrical installation following emergency incidents.

Miscellaneous

- simple repair or replacement of window catches, handles, hinges and stops. Easing for easy opening
- replace isolated damaged wall tiles and splash backs with like for like
- temporarily block off broken windows
- repair cleaning equipment for own use (not internal repairs to electrical goods)
- minor running repairs to fences and gates of all descriptions
- re-erect dislodged signs and / or fix new ones

Ventilation

- ensure that all rooms are correctly ventilated both in and out of school hours, paying particular attention to toilet areas.

DIMENSIONS:

Supervisory Management: None.

Financial Resources: Will be responsible for ordering cleaning supplies and fuel (in some locations).

Physical Resources: Responsible for the safety and security of the building, cleaning and handyperson tools and equipment.

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Site Agents will be required to attend the school premises for regular and ad hoc letting, either to attend for the whole period of the booking or at the beginning and completion to ensure the security of the buildings, for which there will be additional payment. In addition, some schools will require that weekend boiler and/or security checks are undertaken as part of the normal working week.

Physical Effort: The job involves a considerable level of physical effort for over 10% and up to 25% of the total working time. Lifting/carrying is also a feature requiring a high level of effort for over 5% and up to 10% of working time.

Working Environment: The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so. However, this exposure occurs for less than 10% of the overall working time, but s/he has regular exposure to very disagreeable, unpleasant or hazardous situations for up to 10% of their working time.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of care-taking duties in a general capacity	1,2	Some supervisory experience. Experience of working in a school environment.	1,2 1,2
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work. Literacy skills - able to read instructions, and maintain work related records Able to work without supervision Contribute positively to the work of the team Follow simple instructions and procedures eg security systems and procedures Able to communicate politely and tactfully with school premise users Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2 1,2 1,2 1,2 1,2 1,2 1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist.	1,2		
Specialist Knowledge	Some knowledge of Health and Safety, including COSHH	1,2		
Education and Training	Willingness to undertake relevant training.	1,2		
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the school's policies are reflected in all aspects of his/her work, in particular those relating to

- i) Equal Opportunities
- ii) Health and Safety
- iii) Data Protection Act (1984 & 1998).

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