



**Maiden Erlegh Trust  
Job Description**

|                            |                                 |                           |                                  |
|----------------------------|---------------------------------|---------------------------|----------------------------------|
| <b>Role</b>                | Site Assistant/Driver           | <b>School/Department</b>  | Hamilton School                  |
| <b>Grade</b>               | Grade 5, spinal points 12 to 17 | <b>Reports to</b>         | Site Controller/Business Manager |
| <b>Job Evaluation Code</b> | HAM009                          | <b>Date of evaluation</b> | April 2022                       |

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| <b>Purpose</b> | To undertake a range of duties with regard to the grounds, buildings, environment and their users, maintaining their safety and security, ensuring essential works and maintenance jobs are completed on a priority basis under the general direction of the Business Manager and/or the Trusts Estates Manager. To assist in student travel to/from school and/or off-site activities. |
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| <b>Scope</b> | <b>Main contacts:</b><br>Students, staff, contractors | <b>Staff responsibilities:</b><br>None | <b>Financial accountability:</b><br>None |
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| <b>Key accountabilities</b>             |   |
| <b>Main duties and responsibilities</b> | <ol style="list-style-type: none"> <li>1. Practical and pro-active hands-on involvement in security, maintenance and refurbishment when this is necessary, or offers the most cost-effective solution.</li> <li>2. To maintain an effective premises team ensuring that the changing needs of the schools are met through training and development of the site staff</li> <li>3. To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health &amp; Safety regulations are strictly adhered to.</li> <li>4. To assist the Estates Manager to prepare documentation for tenders or specifications of small to medium projects</li> <li>5. To develop appropriate monitoring procedures to ensure that the Trusts sites are kept clean, safe and in a good state of repair and stocked with all necessary supplies</li> <li>6. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate</li> <li>7. To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner</li> <li>8. To instruct and supervise the Grounds contractor ensuring the school grounds are maintained to a high standard</li> <li>9. To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard</li> <li>10. Being a key holder of the school.</li> <li>11. Responding to unforeseen events and taking responsibility for the installed alarm system, making sure the system is activated at times when the schools are closed.</li> <li>12. Looking after the school minibus and other vehicles, carrying out checks where necessary</li> <li>13. Maintaining a working knowledge of the Intruder and Fire security alarms installed.</li> <li>14. Using the school CCTV network for security and to assist staff in reviewing incidents.</li> <li>15. Carrying out relevant H&amp;S checks including legionella testing, fire alarm testing, PAT testing, under guidance of Site Controller.</li> <li>16. Setting and disarming the intruder alarm at times laid down and report any faults or failures as requested.</li> </ol> |

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|   | <p>17. Supporting the school leadership team with fire drills, and other evacuations and lockdowns in the absence of Site Controller.</p> <p>18. Maintaining the Fire Safety Logbook</p> <p>19. Creating and maintaining positive and supportive relationships with students, staff, parents, business, community, and other stakeholders</p> <p>20. Engaging with appropriate training opportunities to promote professional effectiveness in this role.</p> <p>21. Retaining confidentiality about all aspects of school life</p> <p>22. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.</p> <p>Being prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity. To assist in student travel to/from school and/or off-site activities using school vehicles</p> |
| <p><b>Other requirements and responsibilities</b></p> | <p>Level of DBS required:<br/>e.g., responsibilities for H&amp;S, risk management, statutory duties not already covered</p>  |
| <p><b>Structure chart</b></p>                         |  |

## Maiden Erlegh Trust Person Specification

|              |                              |                            |                        |
|--------------|------------------------------|----------------------------|------------------------|
| <b>Role</b>  | <b>Site Assistant/Driver</b> | <b>School/Department</b>   | <b>Hamilton School</b> |
| <b>Grade</b> | <b>Grade 5</b>               | <b>Job Evaluation Code</b> | <b>HAM009</b>          |

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| <b>Qualifications, training, and education</b> | First Aid qualification desirable but not essential   |
| <b>Experience</b>                              | Demonstrable experience of working in a similar environment   |
| <b>Skills and abilities</b>                    | <ul style="list-style-type: none"> <li>• A sense of responsibility and ownership</li> <li>• Ability to take initiative and work independently</li> <li>• Ability to work within a team environment</li> <li>• Excellent communication and interpersonal skills</li> <li>• Knowledge of Health and Safety in relation to Buildings Maintenance</li> <li>• Knowledge and experience of maintenance of buildings</li> <li>• Ability to prioritise tasks</li> <li>• Confidentiality at all times</li> <li>• A pro-active and flexible approach to work</li> <li>• A commitment to self-development and a willingness to learn and develop personal skills</li> <li>• Ability to travel across sites of local special and AP schools, hold a full UK driving license and have own transport</li> </ul> |
| <b>Requirements specific to the role</b>       | All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.   |

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder