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| **Faculty/Department** | **Site** |
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| **Job Title:** | **Site Team Assistant** |
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| **Grade:** | 4 |
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| **Post Purpose:** | To be responsible to the Headteacher via the Line Manager to assist in the smooth and efficient running of the school by undertaking the duties laid out below. |
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| **Accountable to:** | Site Manager |
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| **Duties, Responsibilities and Key Tasks:** | SECURITY OF THE PREMISES* to ensure that the overall site security is maintained and that the buildings are available for authorised use
* to ensure that unlocking and locking the building is prompt and in accordance with the school procedures
* to ensure that the alarm system is functioning effectively
* to check the building for any signs of unauthorised entry
* to take reasonable steps to prevent trespassing or unauthorised parking on school premises
* to collect and issue, in conjunction with the Premises Manager, keys to the building
* to allow access to, and accompany authorised contractors and representatives of the Authority and liaise as required

HEATING AND LIGHTING OF THE PREMISES* operation of the heating and electrical systems, ensuring they are effective and maintained in accordance with the instructions given
* to report any obvious signs of defects or deterioration to the Premises Manager

AMINISTRATIVE DUTIES* to undertake regular health and safety checks, complete periodical inspections and complete all relevant documentation eg in relation to fire equipment, lighting, fire tests, fixtures and fittings
* ensure that Health & Safety requirements and COSHH regulations are adhered to

CLEANING OF THE PREMISES* to clean large areas such as the street, toilets, urinals and shower areas
* to ensure that the outside hard surface areas are maintained and kept free of litter
* to remove graffiti

BUILDING MAINTENANCE* to ensure that the fabric of the building is maintained by reporting any defects to the Premises Manager
* to arrange emergency repairs as requested
* to undertake minor repairs/improvements including painting and decorating
* to accompany and supervise contractors/visitors on site and report to the Premises Manager
* to keep drains/gullies clear including unblocking
* to carry out general gardening such as weeding and trimming of flower beds

MISCELLANEOUS DUTIES* to carry out portering duties including assisting with deliveries, moving furniture/equipment/goods, putting up and taking down exam desks
* to prepare any part of the premises or grounds for special events including exhibitions/lettings
* to clear snow and grit pathways
* to participate in aspects of school life, maintaining good relations with students/staff/parents/visitors/contractors
* any other reasonable task requested by the Line Manager or other such authorised person as to allow for the efficient running of the school without changing the general character or the level of responsibility entailed.
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| **General**  | * To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
* Some working flexibility will be required to meet the demands of this post.
* To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
* To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.
* To contribute to whole School and Trust events as and when required.
* To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
* To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.
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| *This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.***The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.** |

**PERSON SPECIFICATION**

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| **ATTRIBUTE** | Essential (E) or Desirable (D) | Assessment  |
| **Qualifications** |
| GCSE Maths & English A\*-C (or equivalent) | E | A |
| Health and safety qualification | D | A/I |
| **Knowledge and experience** |
| Background in science (industry or school)  | E | A/I |
| Experience of working in an administrative function | E | A/I |
| Experience of working with students within an education setting | E | A |
| Previous experience of working within a school environment (add how many years) | E | A/I |
| **Skills** |
| Ability to manage a team  | E | A/I |
| Ability to work at pace with attention to detail | E | A/I |
| Excellent IT skills, including microsoft office, Teams, etc  |  |  |
| Ability to build good, effective working relationships with key stakeholders | E | A/I |
| Ability to communicate with a variety of staff at different levels | E | A/I |
| Ability to be flexible to support the needs of the trust | D | I |
| Ability to work independently and to use initiative | E | A/I |
| Excellent IT skills (Microsoft Office and HR Systems) | D | A/I |
| Highly organised, able to prioritise the work of the team | E | I |
| Abilit to build professional relationships with students based on respect. | E | A/I |
| Highly organised with good organisational skills. | E | I |
| **Personal attributes** |
| Demonstrate and adhere to 5 Dimensions core values | E | J |
| Adhere to GDPR guidelines and the Trust’s internal procedures | E | I |
| Adhere to the Trust’s Safeguarding and Prevent policy | E | I |
| Adhere to Health and Safety Policy | E | I |
| Commitment to own professional development | E | I/A |
| Commitment to keeping abreast of COSHH/health and safety legislation | E | I |
| Commitment to equality and diversity in the workplace | E | I |

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

………………………………………………………………………….. Date …………………………………………………………..

Signature