



Bridgeview Special School/Whitehouse PRU
Part of Venn Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

ACADEMY	Euler Academy/ Bridgeview/Whitehouse	POSITION NO:
DEPARTMENT:	Site and Premises	GRADE: 2
JOB TITLE:	Site Facility Assistant	DATE PREPARED: 15 September 2020
EVALUATION DATE:	15 September 2020	JE NUMBER: NJCV43

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

PURPOSE:
 To assist the Site Facility Person to ensure the safe and secure custody of the site and monitor the effective provision of utilities. To undertake basic maintenance of the building and grounds, general cleaning and routine repair. To keep the site environment clear of litter, graffiti, is always tidy and presentable.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults
2.	Opens buildings to ensure safe access prior to the commencement of the school day. Ensures that the site is physically secured on completion of school related activities Set alarms and security devices.
3.	Undertakes property and site inspections and reports back to Site Manager.
4.	Undertakes cleaning, basic maintenance and repair to maintain the fabric of the building and the site.
5.	Under the direction of the Site Facility Manager, the Site Facility Assistant will monitor, operate and organise the service and maintenance of site services eg. Heating, water, electricity
6.	Responds to the call-outs and undertakes the necessary activities to ensure the site is safe and secure.

7.	Deputises for the Site Facility Manager by organising and participating in any inspection to comply with health and safety or other legislation.
8.	Undertakes painting and decorating around the school as per the programme of works set
9.	Undertakes routine porter duties, ie. moving furniture, assets and deliveries
10.	Coordinates the cleaners in the absence of the Site Facility Manager, and personally participates with cleaning duties in a timely manner.
11.	Carries out ground maintenance duties as required and directed, including use of a ride on grass cutter.
12.	To undertake work that relates to improving that fabric of the school as arranged with the Site Facility Manager and the Head.
13	Monitor external contractor provision and highlights areas of concern or non compliance to the Site Facility Manager.
14.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Venn Academy Trust, as your employer and you as an employee of Venn Academy Trust. In addition to Venn Academy Trust's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Venn are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in Venn.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None

2. Responsibility for Customers/Clients:

None

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

The Site Facilities Assistant is responsible for the movement of portable items around the school.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Bridgeview Special school & Whitehouse PRU:

Internal:

**Head of School, Site Facility Manager and cleaners, Teaching staff, Support staff, Parents
Governors, The Community**

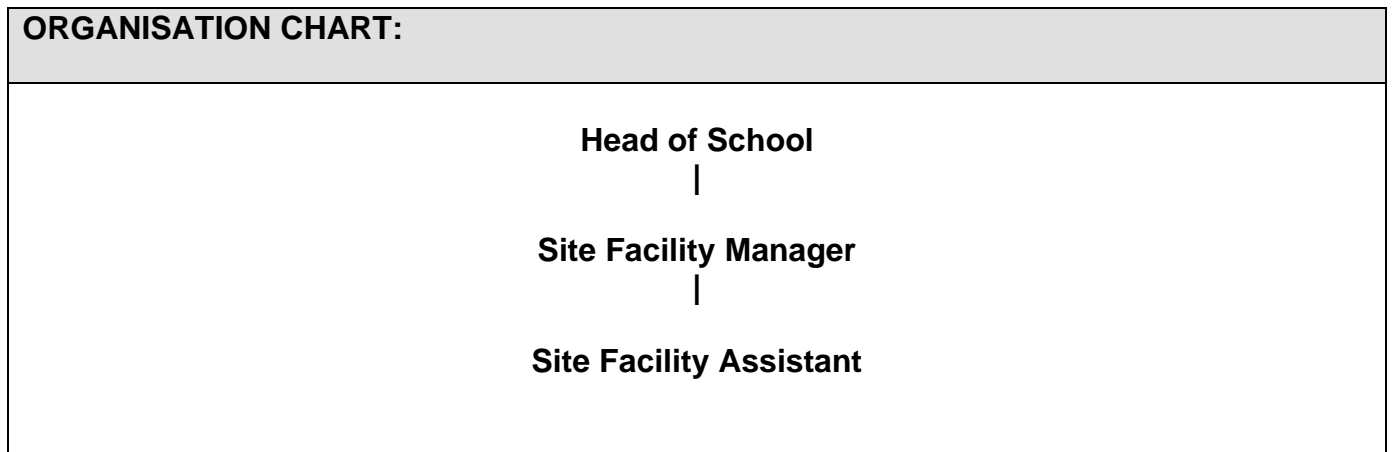
External:

Educational Support staff, Educational Support services, Other, Other public services, Community Representatives

2. With other areas within Venn

Internal contractors and other settings within the Trust

**3. With External Bodies to Venn
External contractors**



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					Porter duties
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					Periodic exposure to adverse weather, boiler room conditions
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	√						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	Ability to undertake routine repairs and maintenance.	√		AF/I
	An understanding of the building fabric, systems, usage and related operational and security issue	√		AF/I
	Ability to undertake cleaning, routine and emergency repairs	√		AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	Ability to assess the security risks and health and safety issues associated with site and buildings.	√		AF/I
	Trade qualification such as Joiner, plumber, electrician or equivalent experience		√	CQ
	Ability to be adaptable at all times and meet the needs of the school	√		AF
2.	Relevant Experience:			
	Lifting and handling skills	√		AF/I
	Understanding of the relevant local policy and health and safety issues including COSHH		√	AF/I
	Understanding of the contractor obligations for grounds maintenance and cleaning		√	AF/I
	Painting skills		√	CQ
	Experience of COSHH		√	CQ
	Lifting and handling skills	√		AF/I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults	√		CQ/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults	√		CQ/I
	Willingness to be trained according to the expectations of the school	√		AF/I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	√		CQ/I
	A good all round knowledge of buildings, fabric and maintenance	√		AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	√		
	Good interpersonal and communication skills to deal with the staff, pupils, parents, service provider and the public that the post holder will come into contact with.	√		I
	Written Skills			
	A good command of the English Language	√		AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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6.	Other:			
	If there aren't any state 'none'			
7. Disclosure of Criminal Record:				
	The successful candidate's appointment will be subject to Venn obtaining a satisfactory Enhanced Enhanced & Barring List Disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	√		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF (after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

Signed

Printed

Dated