

Job Description : PRIMARY SITE ASSISTANT

Main Duties and Responsibilities

Facilities and Maintenance

- Assist the Trust Estates Manager and Director of Estates to effectively manage and maintain the changing needs of the school
- Ensure compliance with service or maintenance schedules, performance is monitored and areas of concern are identified and reported. Undertake all necessary recording or reporting to ensure correct charging
- Work directly with the Trust Estates Manager and Director of Estates to ensure compliance with Health and Safety requirements, COSHH assessments, and risk assessments.
- Assist in providing safe and secure access to allocated site areas and undertakes inspection to facilitate education delivery, community and business use, specialist equipment service and repair, building maintenance, and utility or emergency services activity
- Undertake regular routine security and site inspections to identify any potential health and safety issues, respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken
- Carry out repairs and maintenance of equipment and parts of the infrastructure of the building that is seasonally predictable to carry out repairs using power tools and machinery
- Ensure that allocated buildings and site facilities are secured and that furniture, materials and equipment are made available, stored and are safe and in good repair prior to and on completion of use
- Cooperate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities
- Inform the Trust Estates Manager and Director of Estates of progress and /or failings on contract delivery and own workload

Cleaning responsibilities

- Monitor, inspect and check site facility services e.g. heating, water, fire safety equipment, electricity, gas, telecommunications and security to identify and highlight any areas of concern, or variance to inform the necessary intervention that ensures service objectives
- Undertake emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment
- Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean
- Clean internal surface areas including walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing, dusting, damp wiping, polishing and cleaning
- Assist in ordering and arranging delivery and storage of materials and equipment.
- Undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services
- Assist in the management of site security equipment to ensure the site is continuously monitored, appropriate protocols observed and records maintained

Finance and Resources, Supervision, Health and Safety

- Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, gardens, grassed and amenity areas, equipment and site services. This would involve key holder responsibility which may be shared with other staff.
- Ensure all computerised/manual records of inspections, works undertaken, and utilities/fuel efficiency are uploaded and recorded on the Every system.
- The post holder has direct supervisory responsibility of the cleaning staff in the absence of the Charge Hand Cleaner. If a Charge Hand Cleaner is in post, the post holder will have direct supervisory responsibility for this person.
- Health and Safety - The post holder must carry out his / her duties with full regard to the Department's Health and Safety Procedures.

Key Information

Post Title: Primary Site Assistant

Contract type: Permanent

Salary: Scale 4, Points 7-11

Reports to: Principal

Location:

Additional information: Travel between sites may be required

Purpose of Post

To provide site user access and security, undertakes basic maintenance, daily inspections and inspect and tests alarms.

Provide safe access for staff, utility providers, contractors, clients, Parents and pupils to ensure a safe, secure and clean working and learning environment.

Person Specification: PRIMARY SITE ASSISTANT

Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> Health and safety training-lifting and handling 	<ul style="list-style-type: none"> C.O.S.H.H. awareness, Risk Assessment, Fire Marshall trained 	
Experience	<ul style="list-style-type: none"> Experience working in a school or an industrial site Ability to maintain appropriate levels of security in all working areas Experience undertaking regular inspections and intervene to ensure the specified cleaning standards are achieved and appropriate records maintained Experience ordering and arranging the delivery and storage of materials and equipment and resolve any routine issues that arise Experience of using and maintaining cleaning equipment and materials. Practical DIY skills required to repair equipment and general building maintenance Experience of ensuring full compliance with property management and all aspects of academy Health and Safety 		
Professional knowledge & understanding	<ul style="list-style-type: none"> Good knowledge and understanding of the quality standards and operational practices necessary to achieve established standards, including Health and Safety requirements and site management Good understanding of the operational practices and working methods and work schedules involved Good understanding and awareness of the related Health & Safety issues associated with cleaning materials, equipment and premises Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports 	<ul style="list-style-type: none"> Knowledge of different cleaning based cleaning chemicals 	
Skills	<ul style="list-style-type: none"> Ability to work under pressure, with accuracy, unsupervised and on own initiative Ability to maintain strict confidentiality in all matters 		
Personal Attributes	<ul style="list-style-type: none"> A flexible approach and a strong work ethic Excellent time management and organisational skills Attention to detail 		