

## Job Description

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

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**Job Title:** Site Assistant

**Reporting to:** Site Manager

**Responsible for:** None

### Core purpose

To provide efficient and effective caretaking support to the school, including ensuring that the safety, security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards, and that heating systems operate at optimum efficiency. The post holder will manage their duties under supervision from their line manager.

### Specific responsibilities

#### Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team.
- Undertake regular security checks and identify security risks.
- To maintain the security of the premises and its contents including monitoring the school's CCTV system.
- Operate and respond to alarm systems where appropriate.
- Liaise with police, security and surveillance contractors as required.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows. Reglazing small internal windows.
- To ensure all statutory compliance checks are completed and recorded.
- Ensure that heating plant and equipment is effectively and efficiently operated
- Undertake regular Health & Safety checks including water testing, temperature control and others.

- To respond to actions resulting from safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Request unauthorised users of the site to leave; calling for attendance from the police if necessary.
- Monitor fire safety equipment and assist School leadership in carrying out fire drills.

### Cleaning

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection
- Collect and assemble waste for collection.
- Undertake cleaning duties and specialist cleaning tasks.

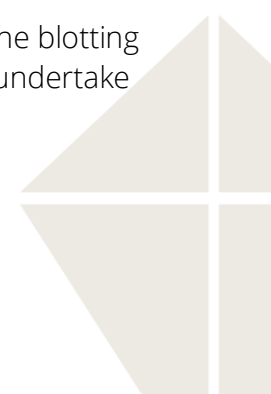
### Maintenance and Repair

- Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.
- To carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To carry out decoration programmes and improvement work as agreed with the Headteacher.
- To support the operation of a planned preventative maintenance program.

### Painting and Decorating

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

### Joinery



- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects

#### Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and rewashing of taps. Stopping leaks.

#### Resources

- To undertake portage tasks as required, including setting up and clearing away furniture.
- To control the provision of toiletry items, including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records, including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or, where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- May be required to carry out weekly minibus maintenance checks

#### Facilities Letting and Community Use

- To supervise community users to ensure protection of the school assets.
- To liaise with users to ensure the customer's reasonable requirements are met.
- To ensure the building is always ready for normal educational use following any community use.

#### General

- Support the overall Christian ethos of the Trust
- Be a part of the BDMAT Central Team/School Team



- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across and beyond the BDMAT, mindful of the post-holder's life-work balance.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or Head of Operations.

### Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

### Other

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



## Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Hold or are working towards a suitable relevant qualification		*
Knowledge/experience of planned, preventative maintenance and compliance schedules		*
Knowledge/experience of requirements within Health and Safety legislation, including Fire Safety, COSH, Manual Handling, Asbestos Management and Legionella		*
Practical skills in one or more of the following: plumbing, carpentry, painting and decorating, general building work	*	
Experience of working within a school environment		*
Ability to follow and promote policies and procedures	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Customer focused attitude and proven ability to deliver service improvement and work to deadlines	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding BDMAT and schools' roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities	*	
Proactive, positive and resilient	*	
Willingness to work within the Christian framework of BDMAT	*	