

**Job Description: Site Assistant**

<b>Based at:</b>	<b>Manor Multi Academy Trust: Foxyards Academy</b>
<b>Arrangement:</b>	<p>10 Hours Per Week 52 Weeks – Annual leave to be taken only during school holidays.</p> <p>Approximate times of the day: Mon – Fri: 6:30am to 7:30am and 5:30pm to 6:30pm.</p>
<b>Salary:</b>	NJC Grade: 4 Pay Point 07-11 + (5%) Split Shift Allowance. Start on PP: 07
<b>Main Purpose:</b>	To open/lock and essential Health & Safety Checks, ad-hoc cover cleaning
<b>Main Activities:</b>	<p><b>Security</b> Maintain the security and safety of the premises and its contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per the Headteacher’s and Site Manager’ instructions.</p> <p><b>Health and Safety</b> Ensure access routes to school are safe and secure by clearing snow/gritting, litter picking and ensuring Fire routes are clear. Assist the site manager carrying out statutory and compliance activities Daily, Weekly. Record &amp; update all H&amp;S checks on the school online system and paper-based records</p> <p><b>Portage</b> Perform all portage duties according to the school’s needs, as determined by the School and site manager. This will include receiving and distributing cleaning materials, equipment and other relevant goods.</p> <ul style="list-style-type: none"> <li>• Attend to visitors/contractors, including receiving telephone calls and other messages where appropriate.</li> <li>• Collecting and disposing of all rubbish to appropriate containers.</li> <li>• Move furniture and equipment around School/Site as required.</li> <li>• Prepare and clear desks and chairs for school examinations and other events.</li> <li>• Transporting items between schools as and when required to aid maintenance duties.</li> </ul> <ul style="list-style-type: none"> <li>• Ad-Hoc Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litterbins together with the operation of powered equipment where necessary to ensure that recognized standards are maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings as directed by the Head teacher, Site Manager, Business Manager or Trust.</li> <li>• The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.</li> <li>• Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floor cloths issued to them.</li> <li>• Reporting to the Site Manager, Head teacher or Business Manager anything which they consider should be brought to his/her notice.</li> <li>• Complete and sign timesheets and attendance registers and other records as required.</li> <li>• To attend training courses as considered necessary by the management team.</li> <li>• To understand and comply with the general requirements of the Health and Safety at Work Act, 1974.</li> <li>• Any other appropriate work as required by the Head teacher, Site Manager, Business Manager or Trust.</li> <li>• Prepared to work mornings and evenings as required and at all other times in case of emergency</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• To attend First Aid training as required.</li> <li>• Administer First Aid to pupils, staff and visitors as required.</li> <li>• To attend any other training courses as required</li> <li>• To undertake any duties reasonably directed by the School or Trust</li> <li>• To Cover open/lock of any other school within Manor Multi Academy Trust as and when needed.</li> </ul>
<b>General Requirements</b>	<p><b>Health &amp; Safety</b> – The postholder is required to carry out the duties in accordance with the School’s Health and Safety policies and procedures.</p> <p><b>Equal Opportunities</b> – The postholder is required to carry out the duties in accordance with the School’s Equal Opportunities policies.</p> <p><b>Safeguarding</b> – Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the postholder to undertake an Enhanced DBS check.</p> <p><b>School Ethos</b> – contribute to the development and implementation of the overall vision of the company including compliance with school policies and procedures. The postholder must maintain high professional standards of attendance,</p>

	<p>punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p><b>Training</b> - The postholder is required to undertake appropriate and regular training and/or legislative/educational developments to maintain knowledge and improve practice.</p>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....