



# SITE ASSISTANT (Grounds)

OAT Grade 2 – NJC points 3 - 5

## JOB DESCRIPTION and PERSON SPECIFICATION

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### JOB DESCRIPTION

**Working Hours:** 32 hours per week. Monday – Friday, with occasional weekend work to cover sickness and annual leave – hours flexible depending on workload. (Later finishes during school holiday periods and to accommodate school events during term-time and at weekends. This will include, but not limited to school open evenings and the annual CNS festival.)

**RESPONSIBLE TO:** Premises Manager

### VISION AND PURPOSE:

- Under the direction of the Premises Manager, Headteacher and Senior Leadership Team, and in accordance with the practices and procedures of the school, to ensure that the premises and its contents are appropriately maintained, cleaned, secured, compliant with legislation and industry best practice, and fit for purpose. To work with the Premises Team as directed on general site and grounds duties.

### ACCOUNTABLE FOR:

- The efficient operation of the school site in accordance with the Academy's policies, the individual site policies, and in particular those relating to Health and Safety at Work Legislation.
- Under direction from the Premises Manager, ensuring that the school site is compliant with health and safety legislation and industry best practices.
- Ensure that the buildings are ready for occupation at agreed times:
  - a. heating, lighting, furniture and cleanliness are of the standard agreed;
  - b. access is available as agreed;
  - c. assist with site security during the day and
  - d. work effectively with the Premises Team in sharing the responsibility for site management throughout the working day in term time, and during the school holidays.

### KEY RESPONSIBILITIES:

#### Grounds

- a. Under direction of the Premises Manager plan and carry out a Grounds Maintenance and Development plan.
- b. Deliver the goals of the Pitch Improvement Plan and be involved in any subsequent funding applications to improve the grounds.
- c. Assist the Premises Manager with the annual tree survey, meeting with contractors and reporting any health and safety concerns to the Premises Manager.
- d. Ensure grounds equipment is suitably maintained and stored to keep it in good condition.
- e. Plan and keep adequate stocks of grounds keeping consumables.

## **Repairs and Maintenance**

- a. Identify necessary repairs and maintenance, ensuring all necessary repairs are carried out promptly and efficiently, reporting any problems to the Premises Manager;
- b. Emergency action to minimise the effects from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies;
- c. carry out repairs/improvements to decorations, furniture, fabric and fittings where appropriate;
- d. support other members of the Premises Team in the event of the fire alarm sounding, and assist with evacuation procedures;
- e. the removal of graffiti (excluding that requiring removal by specialists);
- f. inspection and checking of blockages in gutters, sink waste traps, toilet cleanliness, and the cleaning of areas affected by illness which occur during normal school hours;
- g. assist with managing the door lock and barrier control systems.

## **Other Duties**

- a. The receipt and portorage of goods and materials
- b. To be aware of and comply with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations.
- c. To be an active part of the team in ensuring site wide compliance checks are carried out.
- d. To be aware of and comply with the Academy's arrangements for safeguarding.
- e. Set out and clear furniture for school events and other functions.
- f. Remain up to date with training requirements of the role including, but not limited to, online health and safety training.

## **GENERAL RESPONSIBILITIES:**

- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine.
- Participate in the Academy's arrangements for performance management and professional development.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*

## **CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

*The applicant will be required to safeguard and promote  
the welfare of children and young people*

## PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form**

**B: Interview**

**C: References**

CRITERIA	Requirement	Assessment
<b>Qualifications:</b>		
5 GCSEs (A* to C) including English and Maths or equivalent NVQ Level 2	Desirable	A
Willingness to take on a Level 2 qualification	Desirable	A B
<b>Experience:</b>		
Experience of working with children or students aged 11-16 years	Desirable	A
Experience of working with staff at all levels	Desirable	A
Experience of grounds keeping and maintenance	Desirable	A
<b>Skills:</b>		
Able to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Awareness of other relevant policies/codes of practice/ legislation	Essential	A B
Able to undertake routine compliance monitoring in line with industry best practice	Essential	A B
Able to communicate effectively and relate well with staff and students	Essential	A B C
Able to work constructively as part of a team to ensure tasks are completed	Essential	A B C
Good ICT skills	Essential	A B
Knowledge of health and safety, manual handling and COSHH	Desirable	A B
General maintenance knowledge	Desirable	A B
Able to organise and maintain stock control	Desirable	A B
<b>Personal Characteristics</b>		
Excellent interpersonal and organisational skills	Essential	B C
Enthusiastic, flexible and reliable	Essential	B C
Supportive, patient and non-judgmental	Essential	B
<b>Other Requirements</b>		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Act as a first aider	Essential	B
Be able to carry out all duties to a high standard	Essential	A B

