

## **Parkwood Hall Co-operative Academy Job Description- Site Assistant**

Name

Job Title: Site Assistant

Responsible to: Site Manager

### **Responsible for:**

Work under the direction of the Site Manager to ensure that the school's buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards and to the expected standards of the Governing Body.

### **MISSION STATEMENT**

**' Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'**

***" Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body***

### **SPECIFIC DUTIES**

Under the direction of the Site Manager, provide caretaking, building repair and maintenance, and cleaning services as required.

Monitor cleaning standards and liaise, if necessary, with the Cleaner in Charge or cleaning contractor over day-to-day requirements, reporting any problems or issues where appropriate.

The post holder may be required to monitor skilled contractors and accompany them on site as and when appropriate.

Liaise with Site Manager as appropriate to carry out procedures for emergencies, including repairs.

Assist in the rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.

Assist in liaison with contractors whilst on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems.

Report to the Site Manager on alterations and repairs to buildings.

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Assist the Site Manager in identifying items for the annual maintenance plan and longer-term maintenance requirements in order for a cost-effective maintenance plan to be produced.

Support the Site Manager in the day-to-day operational responsibility for all security activity within the site.

Assist the Site Manager in managing various out-of-hours work on evenings and weekends, when related to school activities.

Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, water testing, and plumbing and security systems to ensure the School meets all compliance requirements.

Detect and report any building defects, advising school management on any Health and Safety issues. Undertake any minor repairs and general maintenance.

Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portorage duties, including the distribution of items delivered to the school site.

Ensure the school grounds remain tidy and the equipment is kept in good order. This may include cleaning external drains and gullies.

Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE**

The post holder will have no formal line management responsibilities for other staff. The post holder may be required to provide some on-the-job training for new recruits.

#### **KNOWLEDGE AND SKILLS**

No formal qualifications required.

#### **GENERAL RESPONSIBILTIES**

Ensure an awareness of Health and Safety Regulations.

This position is part of the Co-operative Academy domestic team which maintains all buildings on site, and as such any member of that team may be asked to assist in other related areas when needed eg staff absence, in order to maintain health and hygiene standards.

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breech of this confidentiality will constitute gross misconduct.

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To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the Co-operative Academy's image.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

Signed .....Postholder

Signed .....Principal

Date .....

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### Person Specification

	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in a similar role, preferably in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of DIY, building and maintenance projects, preferably in a school environment.</li> <li>• Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)</li> </ul>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Accredited Health and Safety Training</li> <li>• GCSEs or equivalent in English in Maths</li> </ul>
<p><b>Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Have strong oral and written communication skills</li> <li>• Willingness to undertake induction training</li> <li>• Willingness to participate in ongoing training relating to the role</li> <li>• Willingness to gain first aid certificate (if applicable)</li> <li>• Knowledge and use of moving and handling procedures including for heavy objects</li> <li>• Ability to work as part of a team.</li> <li>• Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff</li> <li>• Ability to work to deadlines</li> <li>• Ability to work on own initiative</li> <li>• Ability to undertake general building maintenance</li> <li>• Ability to demonstrate a practical approach to problem solving</li> <li>• Ability to communicate well with adults and students</li> <li>• Ability to respond calmly to emergencies</li> </ul>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• DBS clearance</li> </ul>	