



Site Assistant – Job Description



Job Title: Site Assistant

Reports to: Site Manager

Contract Type: Part time 20 hours a week/ 52 weeks a year
6.30am-10.30am Monday to Friday (flexible during
school holiday periods)

Grade: 2: Point 2 £12,920 (FTE £24,414)

Location: Broke Hall Primary School

Job Purpose

To support the work of the site team to ensure the school premises and grounds are safe, secure, clean, and well-maintained at all times.

Key Responsibilities

- Unlock and open building.
- Maintain safe access to the site, including during adverse weather conditions.
- Accept kitchen deliveries
- Empty paper recycling bins
- Place bulk bins near barrier for collection
- Open school gates at the start of the school day and lock and secure site by 9.00am
- Oversee the safe arrival and departure of children and parents at the start of the day
- Check iAMCompliant for any newly allocated tasks and carry out as assigned
- Ensure car park / pathways /playground are swept and free of litter or obstructions.
- Carry out any delegated compliance tasks
- Attend to any Preventative Planned Maintenance (PPM) jobs
- Respond to any urgent (immediate) tasks
- Proactively respond to any tasks which may present themselves, e.g. clearing rubbish/litter and lost property, dealing with breakages or spillages, BioHazards
- Undertake any seasonal tasks as required (snow clearing / watering etc.)
- Ensure surface drainage is kept clear of obstructions to reduce flooding.
- Provide portering / deal with deliveries as required
- Undertake minor repairs and maintenance tasks.
- Cleaning as required
- Assist site manager with tasks requiring two people
- Liaise with contractors in absence of site manager
- Ensure all tools / resources are returned to the appropriate location and stored tidily.
- Complete mandatory staff training and keep up to date with staff bulletins / briefings as appropriate.
- Any other tasks that may be required to ensure a safe, secure, compliance and focused teaching and learning environment

Person Specification

Criteria	Qualities
Experience	Caretaking Cleaning work Some DIY Working in a team Working with contractors
Skills and knowledge	Ability to work flexibly, independently and as part of a team Basic DIY skills Ability to plan, organise and prioritise Good IT skills to maintain the school's online record keeping system I am Compliant
Personal qualities	To be committed to the safeguarding and promotion of the welfare of children and young people To contribute to the overall ethos/work/aims of the school To establish constructive relationships and communication with all staff and other agencies/professionals Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Able to work flexibly during holiday periods
Physical requirements	Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting