



## THE FEDERATION OF HEATHFIELD AND ST FRANCIS

The Federation of Heathfield and St Francis is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a federation community we celebrate achievement and always aim for progression.

### FEDERATION SITE ASSISTANT

This document should be read in conjunction with the Site Assistant role profile determined by Hampshire County Council (attached).

#### **Main Purpose of the Role**

To assist in the maintenance of the physical resources on the site including buildings, grounds, materials and equipment.

#### **Main Responsibilities**

- Embrace the federation and schools' vision and values.
- Be vigilant in taking responsibility for safeguarding children and comply with the federation's safeguarding policy.
- Ensure site cleanliness meets required standards undertaking cleaning duties where required (in addition to the cleaners).
- Ensure external grounds and environment are monitored, maintained, cleaned and cleared as required checking regularly for dog fouling, toadstools, removing leaves and litter, emptying of rubbish bins and the periodic cleaning of rainwater gullies, drains and sediment bowls.
- Undertake necessary action in the event of bad weather e.g. snow/frost clearing.
- Assess condition of buildings, grounds, materials and equipment reporting any concerns to the Site Manager.
- Maintain a register of defects and actions taken.
- Carry out minor repairs to buildings and equipment.
- Carry out decorating as required.
- Responsibility for the movement of furniture including setting out tables and chairs for events, assemblies etc.
- Monitor relevant stocks and equipment.
- Ensure the safe storage of all caretaking materials, chemicals and equipment in accordance with Health and Safety regulations.
- Maintain and use appropriate of Personal Protective Equipment.
- Operating and maintaining the Federation's heating system and calling the maintenance contractors in the event of malfunctions.
- Undertaking energy conservation measures as may be directed by his/her Line Manager (e.g. close windows, switch off lights, check and adjust heating controls, etc.)
- Ensuring that, as far as possible, county specifications on heating requirements are maintained.
- Ensuring that all clocks are on time and working accurately, and maintaining supply of batteries.
- Maintain an up to date awareness of HCC and localised health and safety policies and procedures and apply them throughout the federation.
- Apply security procedures to the federation site including opening up and locking up.
- Act as a key holder in emergencies.
- Responsibility for the management and maintenance of the federation swimming pools (and the undertaking of associated training).
- Carry out necessary checks on school mini buses and ensure safe to drive.
- Assist staff in the management of pupils in the minibuses i.e. removing seats, supporting with

the strapping in of wheelchair users etc.

- By mutual agreement with the Site Manager the Site Assistant will as and when required be responsible for lettings' health and safety and general requirements ensuring that the security of the Federation is maintained.
- Ensure rooms/equipment used by hirers are left in a fit and proper state at the end of use and ready for the next user.
- Adapt working hours flexibly in response to the needs of the school in consultation with the senior leadership team.
- Attend and complete all relevant and required training.
- Fully engage with the apprenticeship programme (if undertaking).

#### **GENERAL RESPONSIBILITIES FOR ALL STAFF**

- All staff have a responsibility to work within the federation's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to work to the federation's policies and procedures and to act as positive role models for children and young people.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the federation and any associated body.

*The post is open to development in such directions as the Executive Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.*

*The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*

Signed:

Date: