



## **Site Assistant – Job Description**

**Responsible to: Site Manager**

### **Purpose of the Post**

To support the site manager with the management of the school site including security, safety, cleanliness, heating and general maintenance and portage duties.

### **Constraints**

The Site Assistant will be required to respect the confidentiality of information concerning children, families, staff and any Whiteley Primary School matter of which he/she may become aware during the course of his/her duties.

### **Duties and Responsibilities:**

Under the general direction of the site manager, the site assistant will be required to undertake the following duties and any duties that may reasonably be allocated from time to time by the Headteacher.

#### **1. Security**

- Daily locking/unlocking of the school building and gates (dependent on shift), checking of windows, and operation of burglar alarm.
- Ensuring that external gates are locked/unlocked at appropriate times during the school day.
- Checking that windows and doors are secured prior to closing of internal parts of the school in the evenings.
- Checking the school for signs of break-ins, vandalism or damage, and reporting accordingly.
- Supervision and monitoring of lettings, ensuring that users are aware of which areas of the school they are permitted to use and notifying the site manager/headteacher of any potential issues with lettings.
- In the absence of the site manager, respond when available to any call out from emergency services as secondary key holder.

#### **2. Health and Safety**

- Carrying out any health and safety checks as instructed by the site manager.
- Ensuring paths on to the site are clear and safe for use.
- Carrying out visual checks of the premises, identifying any potential health and safety issues, and rectifying these or reporting to the site manager/headteacher for further action.
- Checking external grounds daily for dog fouling, toadstools, sharps etc.
- Checking that lights, water heaters and electrical appliances are switched off and unplugged as appropriate.
- Over-seeing the work of contractors when they are on-site.

#### **3. Cleanliness**

- Completing any cleaning schedules in agreed areas to the required specification (a minimum of 2 hours of cleaning tasks at the end of the school day).
- Emptying of all bins around the school.
- Supervision of the cleaning staff, and supporting the site manager with induction of new members of the team.
- Replenishing toiletry items as needed.
- Attending to and clearing up any emergency spillages occurring whilst on duty including floods, vomit etc.

- In liaison with the site manager, carrying out any deep-clean activities during holiday periods alongside the cleaning team.

#### **4. Premises Maintenance**

- In liaison with the site manager, undertaking basic repairs and maintenance within their level of competence.
- Decorating / painting of areas as instructed by the site manager.
- Checking and replacing fluorescent tubes, starters and light bulbs as needed.

#### **5. Grounds Maintenance**

- Checking of the grounds when opening up and rectifying any health and safety issues prior to the arrival of pupils.
- Ensuring that brambles, shrubs and trees bordering paths and playgrounds are kept maintained so that they do not encroach on activities.
- Clearing litter from the site.
- Checking and clearing external drains and gullies as needed.
- Tidying/planting of flower beds.
- Clearing snow and ice from and apply rock salt to external paths as needed.
- Clearing leaves or other debris from playgrounds and paths.

#### **6. Porterage**

- Carrying out any agreed furniture movements as required.
- Preparing rooms for lettings or school events.
- Accessing resources kept at height as requested by school staff.
- Assisting with unloading / unpacking of deliveries, disposing of packaging materials and relocating materials to other parts of the school as required.

In carrying out the above tasks, the site assistant will be expected to create and maintain a safe environment by ensuring that health and safety regulations and agreed codes of practice for Hampshire County Council employees are adhered to. The site assistant will also be required to adhere to safe working practices in regards to working alongside children in accordance with Keeping Children Safe in Education and the school's child protection policy.

**This job description may be amended at any appropriate time, following consultation between the Headteacher, the site manager and the site assistants, and will be reviewed annually.**