**Barncroft Primary School**

Job Description: Site Assistant

52 weeks a year, 20 hours a week

Salary details: Grade B

Line Manager: Site Manager

**Main Purpose of the Job**

To support the Site Manager with a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, maintenance of swimming pool and all relevant H&S documentation, monitoring contracts/contractors, routine maintenance and refurbishment and minor repairs.

**General Responsibilities**

* To ensure site cleanliness
* To undertake minor repairs to buildings and equipment
* To help maintain a cleaning and monitoring programme for the swimming pool in line with H&S requirements
* To ensure that the school is ready to serve the needs of the community
* To assist in the regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
* To help monitor the day to day maintenance, repair and cleaning of the school and advise Site Manager of requirements
* To assist in the regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
* To oversee contractors in the Site Manager and Caretaker’s absence
* Liaise with users of the site over their needs
* Assist in the maintenance of an up to date awareness of H&S policies and procedures and apply throughout the school

• To be responsible for unlocking and locking up of the school

• To ensure that at the end of the day all doors, windows and gates are locked and all security alarms are set and working correctly if last on site

• To act as a keyholder for the school on call-outs

• To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.

• To assist in ensuring orders received into school are delivered to the appropriate area / person as necessary

• To assist in the collection and disposal of all waste, refuse and surplus materials

To assist in the provision of safe access to the school in the event of snow, ice or flooding

• To have knowledge of the location of all water and gas stop cocks and mains electricity

* To carry out any other duties of a similar nature from time to time as may be required
* Driving of school minibus (if qualified D1 and in possession of MIDAS certification)
* Be prepared to help with unregulated children if the need arises
* Use initiative and be proactive in approach to repairs and maintenance
* Regular cover weekends required
* Maintain confidentially and comply with GDPR