

JOB DESCRIPTION

Job Title:	3G Site Assistant
School:	Bridgemyary
Location:	Bridgemyary School
Reporting To:	Site Team Manager
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools Students Parents

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

To work with the Site Manager and wider team to ensure that the School Site meets the required Health and Safety Guidelines and is a suitable environment for all staff, students and other users. To provide supervision and maintenance of the 3G Football Pitch within the School grounds and support the site team to deliver routine maintenance and cleaning procedures throughout the school.

Duties and Responsibilities

- Maintenance of internal and external areas according to agreed programmes and in response to specific requirements.
- Preventative maintenance.
- Minor building repairs/replacements.
- Furniture repairs.
- Painting and Decorating.
- Setting up and clearing away furniture for examinations, lettings, etc.

- To carry out minor grounds works.
- To take a full part in the schools cold weather plan.
- Emergency cleaning if required.
- Removal of rubbish, litter picking and ensuring appropriate items are recycled.
- Use of mechanical sweepers to clean the site.
- To build positive relationships with community users, offer assistance when required and ensuring that the areas in use are ready, unlocked and safe for use.
- Carry out regular patrols to ensure the security of the site.
- Lock and unlock gates and buildings as required.
- Monitor the parking of vehicles on site, dealing tactfully with illegal parking.
- Respond to requests for assistance, using a radio and the site team's mobile phone.
- Act as Fire Warden when the fire alarm sounds.
- Be conversant with the alarm systems and ensure their proper use.
- Be on a rota to respond to Emergency Call Outs when the Site is closed (over time is paid only for actual call outs).
- Undertake First Aid Training.
- Respond to Health and Safety issues as a priority.
- Assist with the maintenance of the school mini bus.
- To be a key holder for the school site.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work in line with the school ethos and the trusts' vision

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Communication

- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school and trust systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Foster good relationships between the school and the wider community.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Participate in any relevant meetings/professional development opportunities at the school/trust, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school and trust.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

