

Ludlow Junior School

JOB DESCRIPTION

POST: General Site Assistant (Grounds & Buildings)

GRADE: 5

HOURS: 37 hours (full-time) 20 hours (part-time)

RESPONSIBLE TO: School Business Manager with daily operational responsibility to the Senior Site Manager

PURPOSE OF THE JOB:

To support teaching and learning by supporting the School Site Team to ensure the maintenance, upkeep and development of the school buildings and it's infrastructure, playground, footpaths, car parks, access points and mains services to a standard compliant with legislation and school policy.

The post holder reports to the Senior Site Manager on a day to day basis and will act in a Grounds person/Site Assistant capacity. The post holder will be expected to support the extended site team at times of absence. There will be a need for some flexibility during periods of site project work, annual leave, sickness absence and school closure periods, when joint working arrangements and/or cover arrangements with/for site colleagues is required along with flexibility with daily working schedules.

MAIN DUTIES AND RESPONSIBILITIES:

1. SECURITY

- Act as a designated key holder and a contact for police/emergency services during and out of normal school hours.
- Take responsibility for locking access doors daily and support unlocking procedures as required, supporting the security of the premises and it's contents at all times, including following forced or illegal entry.

2. HEALTH AND SAFETY

- Support the school's policies for all H&S (including COSHH)..
- Be familiar with and follow site risk assessments
- Maintain an overview of works undertaken within the School
- Take reasonable care of your own H&S and that of others affected by what you do and undertake regular training.
- Ensure you identify the need for personal protective equipment and appropriate work items are provided for you and the

cleaning team and are correctly used and in accordance with training and instructions.

- Report any health and safety concerns to the Senior Site Manager as soon as is practicable.
- Ensure that in the event of the need for lone working (for self or others), that a risk assessment is conducted, completed and regularly reviewed to ensure that a lone worker is at no more risk than other employees.

3. RESOURCE MANAGEMENT

- Support the Senior Site Manager to ensure that appropriate stock levels of consumable resources are maintained for the site team and these are safely and securely stored.

4. GROUNDS/SITE/BUILDING AND PLANT MAINTENANCE/REPAIR

- Support the Site Manager to ensure the regular and effective maintenance of heating plant equipment.
- Support the Senior Site Manager to ensure the School remains site compliant and assist in maintaining an annual schedule of maintenance and decoration in consultation with the School Business Manager.
- Support the Senior Site Manager to identify and carry out maintenance and repairs, as appropriate, to plant, fixtures and fittings, equipment, furniture, grounds and the fabric of the building.
- Following minor emergency situations e.g. small fires, spillages, etc., ensure any mess is cleaned up, minor repairs are affected.
- Support the Senior Site Manager to ensure the smooth running of the building during maintenance/project work and that the minimum impact on the school's normal operation is experienced.
- Support the site team during periods of absence, project work or during school closure periods in terms of other duties as directed by the Senior Site Manager

5. ENVIRONMENTAL MANAGEMENT

- Support the site team to ensure proper arrangements relating to the collection and safe disposal of all waste materials and equipment, which may include the safe and hygienic condition of the waste collection point.
- Support the site team to ensure that all hard areas, play areas, drives, grounds, gardens – extending directly beyond the school perimeter, are kept neat and tidy and free of litter/debris – to Environmental Protection Act standards.

- Support the site team to ensure that all approaches to the premises are kept clear of snow, ice and obstructions.
- Support the site team to ensure that all drains, gullies, gutters and rainwater pipes remain clear, free running (subject to reasonable access).

6. TEAM MANAGEMENT

- Participate in regular site meetings with the Senior Site Manager with a view to raising standards across the school site.
- Report and liaise instances of staff absence daily to the Senior Site Manager. Support the site team to ensure provision is not interrupted during periods of sickness.

7. CLEANING

- Support the site team during periods of absence, project work or during school closure periods in terms of other duties as directed by the Senior Site Manager.

8. CONTRACT MONITORING

- In the absence of the Senior Site Manager, act in a supervisory role to oversee the work of all external contractors involved in repairs or maintenance, ensuring contractors and providers are issued with, and observe, the school's Code of Conduct, and H & S literature.

9. EXTERNAL USE OF SCHOOL FACILITIES

- Provide a supportive role to the Senior Site Manager for any lettings.

10. ADDITIONAL

- Maintain good relationships with pupils, staff, visitors and users of the School's facilities.
- Ensure appropriate and effective communication at all levels to the school community in all aspects of the schools business.
- Take an appropriate level of responsibility for own professional development.

All staff have a responsibility to ensure that all School child protection policies are adhered and concerns are raised in accordance with these policies

Any other duties/responsibilities, determined by the Executive Head Teacher and Business Manager, without changing the general character or level of responsibility entailed.

- Have a flexible approach to working hours during times of school closure, to accommodate project and deep clean work as identified by the Senior Site manager.
- Have a flexible approach to designated duties, involving supporting working off site. This may include trips to DIY centres or to support other schools.
- Support clear handover routines and attend daily meetings with the Senior Site manager to ensure continued provision across the site.
- **Support and maintain robust communication with the Senior Site manager and site team to ensure best possible outcomes for the school and its community, with clear feedback to the Senior Site manager.**