



POST TITLE: Senior Site Assistant	GRADE: O17 – O19
RESPONSIBLE TO: Area States Manager	
DATE: October 2018	

Responsible for No direct reports however will be required to supervise and oversee contractors working on MAT sites

Key liaisons

- Multi Academy Trust School staff and leadership teams**
- Parents and students**
- External agencies**
- Visitors**
- Governors**
- Contractors**

Hours of Work Full-time 37 hours a week, Term Time Only + 5 INSET days

Purpose of role

To undertake a wide range of duties and responsibilities connected with the Trust sites, buildings and environments providing an efficient, effective and professional premises service for the Trust.

The post-holder will

- Ensure the safety and security of site users at all times
- Undertake regular checks, internal and external maintenance and maintain the cleanliness and professional appearance of buildings and grounds at all times

Duties

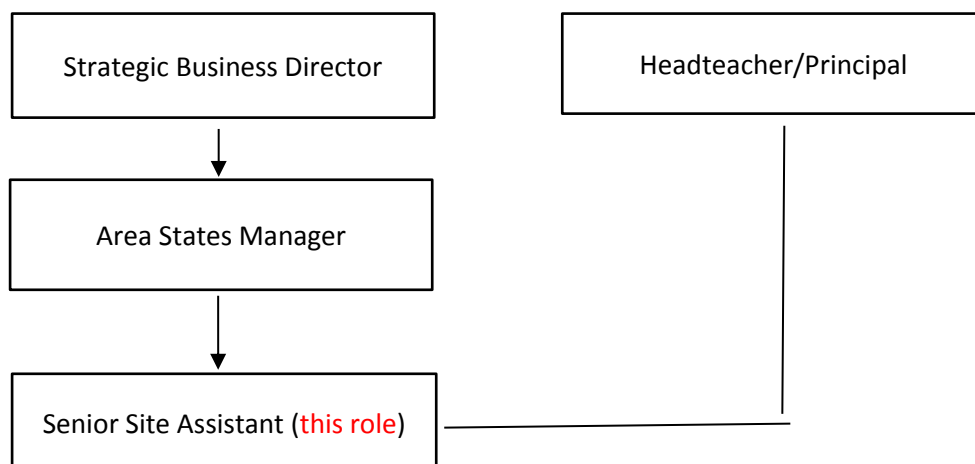
- Contribute and participate in the formulation of premises action plans
- Contribute to co-operative working across Trust teams in accordance with the Trust Vision and Values
- Assist in ensuring the Trust Premises Team are responsive to customer needs and that equal opportunity and health and safety issues are identified and addressed effectively
- Assist in ensuring effective external and internal working relationships are established and maintained with organisations, agencies and contractors relevant to the work of the Trust Premises team
- Ensure effective, accessible and professional communication with staff, service users, the general public and others as appropriate, at all times
- As a keyholder be responsible for the security of Trust premises, to include the opening up and locking of premises and assisting the Premises Manager in identifying a suitable keyholder to cover periods of absence
- Responsible for the Trust premises outside of normal working hours with regard to locking and unlocking, setting security alarm systems, carrying out security checks and responding to emergency call outs
- Undertake a range of minor maintenance work, as agreed with the Premises Manager, with regard to the day to day maintenance of Trust premises and its furnishings e.g. remedial painting and decorating, repairs to fixings and small scale improvements

- Arrange for major maintenance work to be carried out, to include escorting contractors and others to sites of repair and maintenance, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures/defects
- Responsible for the operation of the Trust premises heating system, ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in safe working order, reporting any deficiencies as appropriate. To include ensuring, as far as is practical, that adequate supplies of fuel and mobile emergency heating are available at all times
- Responsible for the receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required and appropriate levels of cleaning and repair materials
- Responsible for the general tidiness, cleanliness and safety of the outside areas e.g. the removal of litter and graffiti from paths and hard surfaces, keep surface drains free of obstruction, ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate
- Responsible for the day to day supervision of cleaning/janitorial staff, cleaning contractors or other general assistants working under the direction of the Premises team
- Responsible for cleaning areas not covered by other contracts together with emergency cleaning duties arising during the working day
- Undertake general portage duties to include the setting out and putting away furniture as necessary
- To operate, where included in the premises, the swimming pool plant including the carrying out of water tests, the replacement of heat retention blankets, the cleaning of swimming pool surrounds, filtration, heating chemical dosing and seasonal duties
- Provide premises support duties for external lettings as directed by the Premises Manager
- Provide support in traffic and car park management at busy times e.g. open evenings, school performances, external lettings
- Comply with instructions with regard to arranging the necessary facilities for the school to be used as a Polling Station as required by the Returning Officer (where applicable).
- In conjunction with the Premises Manager implement all agreed Energy Conservation policies including reading, recording and reporting meter readings
- Ensure site emergencies are dealt with promptly and efficiently. These include cleaning sickness and spillages, dealing with instances of bursts, leaks, floods, fires and breakages, all electrical and gas emergencies, making safe initially by turning off supply
- Ensure there is appropriate access for emergency services, assist as necessary, secure premises as required

Other

- Physical Effort - At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture
- Due to the nature of this role there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal
- As a key holder, the post holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time
- Tools, equipment and protective clothing will be provided where required.

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Premises Assistant	Essential (E) or Desirable (D)
Education	
Basic literacy and numeracy skills	E
A GCE, GCSE, NVQ or similar qualification	D
Qualification / Trade appropriate to the job role	D
Experience	
Experience in DIY / practical skills	E
Experience in caretaking/premises management or a related field	D
Experience in dealing with contractors	D
Working as part of a team	E
Knowledge of current health and safety legislation in relation to premises management	D
Behaviours	
Proactive approach to work	E
Can do attitude	E
Professional disposition; confident dealing with visitors, contractors etc.	E
Honest with a high degree of integrity	E
Calm under pressure	E
Works to high standards	E
Skills	
Excellent practical/DIY skills	E
Self-motivated and ability to use initiative	E
Can work effectively with minimal supervision	E
Excellent verbal communication skills	E
Basic IT skills	E
Excellent time management skills	E
Able to plan and organise a work routine	E
Is well-organised – can prioritise a number of jobs	E
Able to complete paperwork and cost materials/equipment	E
Observant – notices what needs to be done	E
Attributes	
Committed to the Wellsway Multi Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Flexible approach to work in order to provide cover for Premises team	E
Good sense of humour	E