

Glossopdale School and Sixth Form

JOB DESCRIPTION & PERSON SPECIFICATION Site Assistant

INFORMATION FOR APPLICANTS DOCUMENT CAN
BE FOUND ON OUR WEBSITE



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Glossopdale School and Sixth Form

Newshaw Lane • Hadfield, Glossop • SK13 2DA

<https://www.glossopdale.school>



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GLOSSOPDALE SCHOOL & SIXTH FORM

JOB DESCRIPTION

POST TITLE:	Site Assistant
POST REF.	
GRADE/SCALE:	Grade 4 (£20,812)
LOCATION:	Glossopdale School & Sixth Form
RESPONSIBLE TO:	Premises/Site Manager, Strategic Business Manager, Headteacher
LINE MANAGED BY:	Site Manager
WEEKLY HOURS:	Monday 11.00am – 6.30pm, Tues – Friday 10.30am – 6.30pm with 30 mins break – 37 hrs a week (occasional requirement to work outside of core hours e.g 6.30am – 2.30pm)
WEEKS PER YEAR:	52 weeks per year
PURPOSE OF JOB:	Caretaking and cleaning duties Basic maintenance and repairs Occasional out of hours cover Premises Health and Safety operational implementation

SPECIFIC RESPONSIBILITIES

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments to the control systems as necessary and report defects and malfunctions to the Premises Manager.
- To maintain the security of the premises including the operation of security lighting and fire and burglar alarm systems.
- To carry out routine cleaning duties
- To carry out specialist cleaning duties
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To undertake portering tasks as required including setting up and clearing away furniture.
- To monitor the provision of toiletry items including requisition, storage and distribution of such items
- To clean light fittings and replace minor parts such as tubes, bulbs, fuses, starters and diffusers.
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To ensure all chemicals are stored safely and COSHH principles are followed at all times



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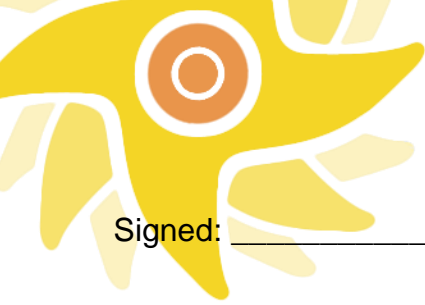
- To report emergencies in the case of faults with gas, electric and water supply to the appropriate person.
- To initiate and undertake minor repairs to site buildings and equipment (excluding electrical faults) and to remove graffiti on school premises as required.
- To undertake minor improvements and decorating to the internal fabric of the school, for example the erection of shelving
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and cleaning materials and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records
- To attend to personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning and maintenance of furniture during school holiday periods.
- To clean the internal face of external windows within the limitations of safe working practices.
- To lock up and secure the premises after lettings, evening meetings, events, etc. This may be outside of normal working hours
- To adhere to health and safety policies and procedures, risk assessments and safe systems of work.
- To update premises software with records of planned and preventative maintenance tasks.

GENERAL RESPONSIBILITIES

- To be able to carry out basic First Aid as and when required and to keep their basic First Aid training up-to-date
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Complete job related training as required.
- Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management.
- The responsibilities and duties attached to this role will be reviewed annually as part of the performance management process and may be subject to change. Any proposed amendments requiring a change in grade or that are not within the general remit of the role will only be made after consultation with the post-holder.
- Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others

SAFER RECRUITMENT STATEMENT

Glossopdale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Signed: _____ (Post Holder)

Date: _____

Signed: _____ (For Employer)

Date: _____

Person Specification		
APR002: Site Assistant		
Selection Criteria	Essential/ Desirable	Assessment
Knowledge/Experience		
Experience of working within a large organisation	D	AI
An understanding of Health & Safety/Fire regulations and procedures	D	AIR
Experience of operating fire and intruder alarms	E	AI
Experience of carrying out maintenance work within the reasonable capacity of a normal handy person	E	AI
Experience of using specialised cleaning equipment (e.g. floor polisher)	D	AI
Experience of keeping detailed work records	D	AI
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AIRC
Skills & Abilities		
Is able to use own initiative within the boundaries of the post	E	AIR
Well organised and has ability to identify work priorities and manage own workload	E	AIR
Has the ability to work effectively with people from a wide range of levels and responsibilities	E	AIR
Works effectively as a team member	E	AIR
Ability to oversee the provision of a range of caretaking and cleaning duties	E	AIR
Has oral/written communication and I.T skills adequate to the role	E	AI
Is able to accept instruction and seek clarification where necessary	E	AIR
Is physically able to carry out portering and cleaning duties	E	C
Anticipate and respond to requests for caretaking services	E	IR



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Personal Qualities		
Is a role model for staff and students	E	I
Is resilient and remains calm under pressure	E	IR
Willingness to participate in further training and development opportunities offered by the school and county to further knowledge	E	I
Excellent communication skills	E	IR
Has a sense of humour particularly when facing difficult and challenging situations	D	IR
Additional		
Is willing to undertake appropriate Police (DBS) and Medical checks.	E	AI
Is willing to work additional hours within the needs of the School	E	AI
Maintains confidentiality at all times as appropriate	E	IR
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	IR
Is willing to undergo training, as required	E	AI
Is flexible in terms of annual leave with a preference towards working school holidays	D	AI

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Key A - Application

I - Interview

R - Reference