



## Site Assistant

### JOB DESCRIPTION

**RESPONSIBLE TO:** The Senior Site Manager

**JOB PURPOSE:** To assist with the maintenance and the physical resources on site to ensure optimum use can be made of the site for both school and community users.

To provide a caretaking, cleaning, portorage and routine maintenance service to meet the needs of the school, ensuring high standards of operational effectiveness and cleanliness, and compliance with health and safety requirements.

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### Role Accountabilities

#### Maintenance

- Carry out maintenance to meet health and safety requirements.
- Undertake minor repairs and redecoration.
- Ensure lighting and heating equipment is operational.
- Carry out compliance checks as required.
- Make reports and refer requirements to line manager as appropriate.

#### Stock management/admin

- Monitor stocks and order supplies to maintain an effective cleaning/site service

#### Management and use of site

- Liaise with users of the site and oversee use by hirers and community groups
- Undertake necessary action for non-standard events or incidents.
- Control and monitor access to site

#### Supervision of contractors

- Arrange for contractor attendance and brief them on requirement.



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- Report on going progress and completion of tasks to agreed standards

## Security

- Apply security procedures to the school area and report any discrepancies to the line manager.
- Unlock/lock school premises as required.
- Act as principal key holder and attend out of hours Intruder/ Fire alarm call outs as required.

## Health and Safety

- Maintain an up-to-date awareness of HCC and local Health and Safety policies and procedures and apply them throughout the school area

## Cleaning

- Follow agreed procedures and standards to ensure cleaning is carried out throughout out the whole school area.
- Ensure the whole premises are covered and carry out specialist cleaning as required.

## Corporate and statutory initiatives - equalities/health and safety

- Maintain an awareness of HCC and school Health & Safety policies and procedures and apply them in the day-to-day job requirements.

## Main Contacts

- Site Manager and Site team: daily
- School staff and students: daily
- Visitors and contractors: regularly

## Working Conditions

- Manual handling (including lifting heavy and awkward items)
- Wear protective clothing where necessary
- Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, bodily fluids.



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- Working overhead (e.g. replacing light bulbs, cleaning gutters), and at height
- Handling cleaning materials, fluids, chemicals
- Need to be aware of COSHH regulations
- This role requires regular movement around the school site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained
- The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site)

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.