



<b>Post Title:</b>	Site Assistant
<b>Job Purpose:</b>	To assist the Site Team to provide a clean, safe and secure environment for users of the school buildings and grounds.
<b>Reporting to:</b>	Support Staff Senior Leader, Site Manager
<b>Working time:</b>	36.5 hours split over 2 shifts on rota 6.30am – 2.18pm and 10.12am – 6.00pm
<b>Grade:</b>	Support Staff GR2 – Full time
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To actively support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school.</li> <li>• Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.</li> <li>• To ensure all tasks are carried out with due regard to Health and Safety.</li> <li>• Ensure security of school's building and grounds, including opening and locking up the site.</li> <li>• Deputise for Site Manager when necessary.</li> <li>• Operation of the school's heating, lighting, alarms, and other systems as required.</li> <li>• General portering duties including movement of furniture and equipment within the school.</li> <li>• Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks</li> <li>• Daily and periodic cleaning of designated areas of the school buildings and grounds according to the schedule of work.</li> <li>• To undertake appropriate professional development including adhering to the principle of performance management.</li> <li>• To adhere to the ethos of the school.</li> <li>• To promote the agreed vision and aims of the school.</li> <li>• To set an example of personal integrity and professionalism.</li> <li>• Support the Site Team with some administrative tasks, ie STAR system.</li> <li>• Any other duties as commensurate within the grade in order to ensure the smooth and safe running of the school and it's site.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• The postholder will have responsibility for specific tasks and for specific areas of the school, but can expect to assist the Site Team in the full range of caretaking duties, anywhere in the school if required by operational needs.</li> <li>• Some of the work may need to be done outside such as repairs, and security checks in wet weather.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the school premises are used outside of school hours, ie evenings and weekends, the postholder will be expected by mutual agreement to share these hours with the other Site Staff. Additional payments will be made for these extra hours.</li> </ul> <p>Observance of the city council’s Equal Opportunities Policy will be required.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school’s corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other reasonable duty not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<b>Level of Supervision:</b>	Left to work within established guidelines subject to scrutiny by Site Manager.