



the
LatimerArts
College

INFORMATION PACK:

Site Assistant



Job Description: Site Assistant

Job Description

Role:	Site Assistant	Postholder:	
Scale:	NJC Grade D, Points 3-4	Hours:	37 hours per week / 52 weeks per year
Line Manager:	Estates Manager	Direct Reports:	None
Date:	October 2019	Reviewed:	

General Responsibilities

To be responsible to the Estates Manager for providing support in the smooth operation of the premises so that as a resource it most effectively supports the educational needs of the College.

Specific Responsibilities

- To understand and be fully committed to the responsibilities in relation to child protection and safeguarding young people;
- To become a designated key holder;
- To lock or unlock the premises at designated times and to maintain the security of the premises during working hours;
- To assist the College's Health and Safety Officer to conduct regular health and safety inspections during the course of daily duties;
- To receive, check and distribute deliveries to the College and submit relevant documentation to the Finance Office;
- To distribute and replenish all consumables throughout the College (soap, paper towels, toilet rolls etc.);
- To store, move and set out furniture and equipment in accordance with activities in the College, or the requirements of persons/groups using the premises outside College hours;
- To perform painting and removal of graffiti and assist with maintenance and repairs to plant equipment, furniture and fabric of the building including making good damage to the premises;
- To carry out routine checks, in consultation with the Estates Manager, on the College minibuses;

- To transport students to other locations in the area using the College minibus;
- To assist the Estates Manager in ensuring that all drives and approaches to premises are kept clear of snow, ice and obstructions and apply grit/salt as appropriate;
- To undertake litter picking as and when required;
- To assist with cleaning of hall floors as and when required, using polishing equipment when necessary;
- To clear and make good following minor emergency situations, e.g. sickness or spillages;
- All other duties which may arise from the daily, evening and weekend use of the building not covered by above, as directed by the Principal, Business Manager and Estates Manager;
- To unlock the buildings for external users and lock up afterwards;
- To ensure that all the College facilities are in a clean and acceptable state prior to all lettings and that they are returned to College use in an acceptable state following outside use;
- To maintain good relations with students, staff, visitors and users of the College facilities.

Other duties

- During the absence of the Estates Manager for reasons of holiday, sickness, etc., the Site Assistant may be required to perform appropriate duties within the terms of the Estates Manager's job description as necessary. This will be agreed with the Principal or Business Manager
- Such other duties as may be reasonably required by the Principal.

The job involves outdoor working but the job holder is generally able to plan for this work to avoid extremes of weather other than to tend to emergency situations. They will use safety tools and equipment and follow health and safety policies and procedures.



Person Specification: Site Assistant

SELECTION CRITERIA (no priority order)	Essential	Desirable	METHOD OF ASSESSMENT
Education			
The job holder should have attained the basic level of secondary education and be literate and numerate.	X		Application form / Verified at interview
Working with Children and Young People			
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		Reference / interview
Commitment to, and belief in, the equal value of all students	X		Interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Knowledge and Experience			
Knowledge of Health and Safety legislation to ensure operation within Health and Safety policies and guidelines	X		Application form / interview
First Aid at Work		X	Application form
Prior relevant experience of working in a school		X	Application form / reference
Skills			
Excellent communication skills	X		Application form / interview
Knowledge of a range of DIY skills including general plumbing, glazing, painting and decorating, laying slabs, door fitting, fitting carpets and suspended ceilings.	X		Application form / interview
Personal Qualities			
Able to work as part of a team	X		Application form / interview
Concern for quality and customer service	X		Interview
Efficient and organised	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Must be able to work unsupervised	X		Interview
Additional Requirements			
Willing to contribute to the wider aspects of college life		X	Interview