

Job Description



JOB TITLE – Site Support Assistant

Grade 1 – SCP 1 to 2

Reporting to: Site Operations Assistant

STATEMENT OF PURPOSE:

To work under the direction and instruction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the school.

MAIN ACTIVITIES:

1. Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use.
- Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.

2. Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, hand sanitiser, wipes, tissues etc.
- Clean designated areas as advised by the Site Operations Assistant
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains and clean up spillages, as required.
- Undertake basic maintenance duties.

3. Resources

- General portering and collection activities.
- To maintain appropriate records. To report emergencies in the case of faults with gas, electric and water supply to the Facilities Manager.
- To attend to, where necessary, personnel visiting the site, such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

4. Stores / Equipment

- To control the provision and replenish toiletry items, including advising the Site Operations Assistant of the items required, storage and distribution of such items.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs / tubes and advise the Site Operations Assistant so a requisition may be raised to replenish supplies.
- Despatching goods, materials, etc. Ensuring that adequate supplies cleaning materials are available.
- Ensuring that caretaking and cleaning equipment used is in safe working order.

5. Lettings

- Undertaking letting duties of premises and associated facilities during weekdays and weekends in accordance with locally applied flexible working arrangements. Ensuring that agreed user requirements for the hire of facilities, are fully satisfied. (Liaise with Site Operations Assistant so Key holder company may be used, if required).

6. Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date. Attend all relevant health and safety training.

7. Support to the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with pupil needs as appropriate during the school day e.g. assisting with lunch time requirements and set up for assembly.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

DATE PREPARED: October 2021

Employee Specification



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Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> Experience of working in a related discipline 	AF/I
Qualifications and Training <ul style="list-style-type: none"> Good numeracy and literacy skills 	AF
Knowledge/Skills <ul style="list-style-type: none"> Good understanding and ability to use relevant equipment/technology Ability to work constructively as part of a team Ability to relate well to children and to adults 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focussed Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener Takes responsibility and accountability Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF – Application Form

I – Interview

Children and Lifelong Learning – HR

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

- Motivation to work with children and young people.***
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- Emotional resilience in working with challenging behaviours and***
- Attitudes to use of authority and maintaining discipline.***