

# Job Description: Site Assistant

**Reporting to:** Site Manager

**Location:** Ark St Alban's Academy

**Contract:** Permanent

**Working Pattern:** Full or part time, all year round

**Shift Patterns:** TBC

**Salary:** Ark Support Scale 5

## The Role

As Site Assistant, you will play an integral role in ensuring the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will work to ensure the highest quality of site maintenance.

You will support the management and operations of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

## Key Responsibilities

### Health, Safety and Security

- Work with the Site Manager to ensure compliance with Health and Safety legislation and guidance
- Work with the Site Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
- Work with the Site Manager to ensure the general security of the buildings and grounds
- Contribute with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify any deficiencies identified
- Work with the Site Manager in conducting routine inspections and keeping records using the building management system
- Make safe any hazards on site internal and external, reporting these to Site Manager
- Follow fire safety and evacuation measures and ensure fire risk assessments are followed
- Take ownership, in conjunction with the Site Manager, of the site phone and radio for 'on call' site urgent work.
- Be responsible for general security and access control at all times, which may include being called outside of normal working hours to deal with security problems or emergency repairs
- Supervise contractors while working on the academy site operating a permit to work system as required, ensuring safeguarding requirements are met

### Buildings and Grounds Maintenance

- To ensure that all plant and other equipment are available and working effectively during the opening hours of the academy and adjusted as required for evening and weekend use
- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- To ensure that all refuse is disposed of promptly and in accordance with legislation
- Deliver goods around the academy as required
- To undertake all general maintenance and remedial works in-house, calling on contractors if required and reporting any defects of buildings, furniture, fittings and equipment to the Site Manager

## **Lettings**

- Oversee lettings during the evenings, ensuring that rooms are adequately set up and that the condition of the Academy premises is assessed before and after events, taking responsibility for the health and safety of the hirers whilst on the academy premises.
- Open and lock up and secure the Academy's premises before and after lettings, following the opening and closing procedure

## **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Site Assistant

## Qualifications

- GCSE at grade C or above (equiv) Maths and English
- Relevant health and safety qualifications or willingness to undergo training as required

## Knowledge, Skills and Experience

- Experience of building maintenance, or relevant experience, ideally within an educational setting
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
- Ability to monitor the work of others (e.g. contractors and cleaners)
- Ability to use computer and undertake administrative tasks
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing **Essential or willing to undertake training.**
- Must be able to meet the physical demands of the role

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*