

**Job Title:** Site Assistant

**Reporting to:** Site Manager

**Grade:** 3

### **Overall Purpose of the Post**

To maintain the academy site to ensure the health and safety of students and staff

### **Main Duties and Responsibilities**

- To maintain the academy site to ensure the health and safety of students and staff
- To assist the Site Manager or Site Supervisors as required;
- To inspect and tidy the student and staff toilets at an appropriate time of the day;
- To check and empty the bins around the Academy and dining room;
- To check all stairwells and corridors throughout the day;
- To remove litter from any internal areas of the building;
- To check and clean the staffroom including the filling of the dishwasher, at an appropriate time of the day;
- To carry out a break and lunchtime duty to include the checking of toilets, corridors and stairwells;
- To deliver cleaning stock to the technicians;
- To report any damages or safety issues to the Site Manager/Site Supervisors;
- To report any calls of spillages to the Site Manager/Site Supervisors;
- To help with deliveries where required;
- To ensure the correct weekly lunchtime menus are on display in the dining hall at the beginning of the week and changed on a daily basis;
- To check the main entrance for litter/leaves each morning;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.