

Job Description

Post Title: Site Assistant

Establishment: Outwood Academy Ripon

37 hours per week 52 weeks

Reporting to: Facility Manager

Overall purpose of the post

The post holder is responsible for ensuring that the school is well-maintained, safe and secure site for all users.

Responsibilities and accountabilities

- Carrying out security procedures for School buildings and grounds.
- Opening and closing of the School premises including gates, doors, windows, fire exits etc. for the purpose of the School use, lettings, functions, maintenance and emergency services.
- Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
- Reporting acts of vandalism to the Facility / Site Manager and or police as necessary.
- Complying with instructions from the Facility / Site Manager/ Business Manager / Principal concerning letting procedures and carrying out as per letting agreement.
- Carry out as required by the Facility / Site Manager any necessary cleaning of areas within the letting agreement.
- Ensure reporting mechanisms are regularly updated and compliant.
- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Facility / Site Manager.
- To co-operate with the Facility / Site Manager to ensure cover in the event of sickness, or other absences including holiday leave.
- Take delivery of post, stores materials and other goods. Ensuring delivered items are taken to specific departments
- Unpack and store stock.
- Moving of school furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.
- Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
- Replace lamps and domestic fuses as required.

- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Inform Facility / Site Manager of items which may require ordering to enable completion of the above mentioned works.
- Assist Cleaning Staff with the supply and availability of all hygiene materials.
- Remove graffiti etc.
- Attend appropriate training course as required.
- Maintain cleanliness and general tidiness of all external areas.
- Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation.
- Inspect outside fabric of the school, report and repair defects as appropriate inspect all fences, gates, walls, steps, lights etc. Repair report defects to Facility / Site Manager as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Fire Marshall duties in the event of a Fire or Emergency Evacuation.
- To undertake First Aid duties on direction from the Principal.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the School's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the School 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 and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the School.

This job description may be subject to change, following consultation between the employee and employer