



Stowe Valley
MULTI ACADEMY TRUST

JOB DESCRIPTION

SITE ASSISTANT	
Scale	E – Points 4 - 6
Hours	Monday to Thursday 13.15pm-9.15pm Friday 1.00pm-8.30pm
Section	Site/Support Staff
Responsible to	Site Manager & SVMAT Head of Estates
Responsible for	This position has no responsibility for line management
Job Purpose	Under the direction of the Site Manager, we are looking to appoint a pro-active Site Assistant to join our friendly team. The successful candidate will have basic DIY skills and should be willing to undertake all basic school tasks including portering, keyholding, security, maintenance, grounds, decoration, on-call rota and any other tasks applicable to the role.
Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.

General

- To support the smooth running of the school by coordinating the practical arrangements relating to the day to day running of the School and events
- Undertake general maintenance
- Coordinate exam table arrangements
- Ensuring a litter free environment across the site and keeping external bins emptied.
- Moving deliveries around site when necessary
- Ensure a suitable level of quality and workmanship is maintained at all times
- Participate in the Trust's appraisal process
- Undertake the designated and assigned Health & Safety training delivered via a mix of online modules and practical training courses
- Perform any other reasonable tasks as directed by the Site Manager or Headteacher
- Any other agreed duties appropriate to and commensurate with the post.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Good housekeeping standards and skills
- Use of the Schools quad bike to undertake regular upkeep and maintenance of the 3G astro surface

Maintenance

- Take ownership for the care and upkeep of the school buildings and grounds.
- Carry out daily tasks as directed by the Site Manager
- Liaise with approved contractors such as plumbers and electricians.
- Carry out decoration and repairs as required.

Security

- Act as keyholder for the School, opening and closing the site as required
- Be vigilant throughout the school day with regard to visitors entering and leaving site, challenging unknown visitors.
- Be available for callouts after hours on rotational basis.

Maintenance Grounds:

- Ensure the grounds look their best at all times
- De-weed and maintain perimeter security fencing
- Sweep 3G Pitch
- Clear snow from pathways and grit as required

Lettings:

- First point of contact for external Lettings
- Ensure the School is set and made good for the next morning

Minibuses:

- Undertake weekly minibus checks, ensuring levels are topped up, tyre pressures are maintained and the vehicles are ready for use

- Keep the vehicles cleaned internally and externally, ensuring the good image of the School is upheld

Health and Safety:

- To have knowledge of the MAT Health and Safety Policy in relation to caretaking duties
- To liaise with the Site Manager, Health & Safety Officer and Head of Estates on a regular basis
- To take reasonable care of your own health and safety and that of others around you
- To keep up to date with the designated and assigned Health & Safety training
- To assist with fire emergency procedures as required

Person Specification:**Essential:**

- Driving license, with a willingness to help at other Schools' within our Trust
- Possess good working knowledge of general building maintenance
- Good communication skills to liaise effectively with a range of colleagues and stakeholders
- Experience in the safe use of typical powered hand and bench tools
- Willing to be flexible with colleagues to aid and maintain site cover including out of hours call-outs

Desirable:

- Experience working in a school environment
- Should live within a 30-minute travel radius of the main School site to ensure emergency call outs can be made within a reasonable timeframe

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES JD

29.00