

Job Description



Langley School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Site Assistant	Post No	
Salary Band/Range	Band B		
Responsible to	Facilities Manager		
Location	Langley School		
DBS Check	Enhanced		
Special Conditions	A willingness to work flexible hours and across school sites within the Multi-Academy Trust (when operational)		

1. Job Purpose

To provide an efficient and effective support service to the Facilities Manager, Headteacher and Governors in the management of the school premises, site and related functions, ensuring a safe, clean and secure environment.

2. Key Responsibilities

2.1 Main Duties

Duties are varied and a multi-tasking approach will be required.

- Demonstrate a positive working style with a committed and flexible attitude. Promote the benefits of effective team working and well being
- To ensure the security of the site at all times
- To open up/ lock the premises, ensuring security, including the setting and disabling of alarms for school use, lettings, out of hours functions, maintenance and other contractors. This may include other school sites within the Multi-Academy Trust when operational
- To act as a Key Holder and be 'On Call' at shared, pre-arranged, specified times and ensuring site security
- To work flexible hours
- To ensure that the site is safe, clean and presentable at all times and take a proactive approach to health and safety and safeguarding issues
- To regularly check and liaise with appropriate providers of CCTV, alarms, fire equipment, water monitoring and emergency equipment as required
- To assume responsibility for the heating of the school premises, checking and reporting any defects regularly and ensuring the boiler house is kept clean and tidy

	<ul style="list-style-type: none"> • To liaise with and support any contractors / maintenance engineers as appropriate, passing on to the Site Manager information received and acting on recommendations made • To assist the Facilities Manager or assume responsibility for emergency situations in an efficient and effective way, eg making safe, arranging for bursts, spillages or floods to be dealt with as appropriate • To report any acts of vandalism, damage or misappropriation to the Facilities Manager and School Business Director and support repair as appropriate • Attend meetings, training days and CPD session • Ensure job requests are prioritised and actioned effectively, safely and in a timely manner • To ensure all tasks are carried out with due regard to health and safety • Report and record all faults and defects on school property • To be aware of and adhere to school rules, legislation and procedures and national legislation (COSHH, Health and Safety, Data Protection) • To maintain confidentiality of information acquired in the course of undertaking duties for the school • Ensure planned school calendar events are supported by flexible working, overtime or shift adjustment • Carry out termly internal and external minibus clean • Bad weather events: clearing snow, gritting, dealing with floods • General site cleaning e.g. sweeping pathways, tidying over grown bushes • Porter duties e.g. deliveries, post, moving furniture and equipment etc • Empty bins and litter pick as required including recycling • Carry out minor maintenance repairs as required <p>To perform other tasks as may reasonably be required by the Headteacher</p> <ul style="list-style-type: none"> • The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.
2.2	People
	The postholder will share duties with other members of the site team, reporting to the Facilities Manager, and assuming responsibility in the absence of the Facilities Manager
2.3	Safeguarding
	Langley School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The postholder has no financial responsibilities.

	2.5	Buildings & Equipment
		In addition to duties listed, responsibility for the correct use care and handling of equipment and to care for and report any faulty equipment to Line Manager immediately.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the School's Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant School and Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions		
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade within school.
	3.2	Equal Opportunities
		Langley School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		Langley School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed	MBR/JSM
Date:	July 2024

Signed:

Date: