

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington
Potton Road, Biggleswade, Bedfordshire. SG18 0EJ
Tel: 01767 314562
E-mail: info@edwardpeake.beds.sch.uk
Web: <http://www.edwardpeake.beds.sch.uk>



JOB DESCRIPTION

JOB TITLE:	Assistant Site Agent
RESPONSIBLE TO:	Site Agent; in the absence of the Site Agent to the Headteacher
RESPONSIBLE FOR:	None, but in the absence of the Site Agent will supervise cleaning staff
JOB PURPOSE:	To assist in the cleaning, general maintenance and upkeep of the school

Main duties and responsibilities:

1. Carry out cleaning work to the standard required by the Authority and as instructed by the Site Agent and Head Teacher.
2. To assist the Site Agent with the supervision of cleaning staff.
3. To assist the Site Agent in his/her recognised duties in respect of security of premises, heating and lighting, cleaning and portorage.
4. To report to the Site Agent or Headteacher matters that are likely to affect their work or any repairs or maintenance work required.
5. Maintain hand tools and equipment as instructed in good working condition.
6. Carry out handyman tasks in respect of minor or temporary repairs.
7. To assume the responsibilities of the Site Agent, where applicable, in his/her absence and act as keyholder in his/her absence.
8. To support the supervision of external contractors.
9. To be aware of and adhere to all Council procedures on health and safety, including asbestos procedures.
10. To attend all essential Health and safety training courses (including training on asbestos procedures).
11. To act as Fire Marshall when on site.
12. To undertake lettings, as required.



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13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
14. To undertake any other duties of a similar level and responsibility as may be required from time to time.

AGREED with the Headteacher

on.....

Headteacher.....

Postholder.....

