



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Site Assistant
SCHOOL: Peripatetic
SALARY: Band 3
RESPONSIBLE TO: Headteacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

Purpose of the Role:

Manage and undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements. Ensure Trust policies, processes and procedures are followed at all times and that school sites are fully compliant with health and safety requirements. Ensure high quality service delivery is maintained at all times, using agreed systems for logging, and managing of jobs and for statutory recording. Work effectively with all internal and external stakeholders.

Key Responsibilities

Planned and Reactive Maintenance:

- Plan and carry out all daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:
- Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.
- Refer larger, more complex work where specialist knowledge may be needed to the Director of H&S and Estates
- Use the NCEA electronic estates management system to manage jobs, including logging

and closing of jobs.

- Inspect and clear drains and/or gutters when required.
- Support the Trust's Statutory Compliance Coordinator and the School/Headteacher to ensure school heating systems are operational at all times.
- Support with basic vehicle checks and maintenance as required e.g., school minibus.
- Check and maintain school grounds ensuring these are safe for public use.
- Liaise with contractors carrying out work on site as directed by the Director of H&S and Estates

Security:

- Carry out security checks and procedures for school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- Undertake routine and non-routine opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.

Cleaning and Waste:

- Carry out reactive cleaning duties when required – e.g., cleaning up spillages or cleaning graffiti.
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels)
- Litter clearance across site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.

Health & Safety

- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Support reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Keep site clean, safe, and tidy at all times, including site staff work areas and Offices.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.

Fire and Security:

- Check and operate the fire alarm system and undertake duties in the event of a fire evacuation.
- Support the Headteacher and Statutory Compliance Coordinator in the preparation and maintenance of fire risk assessments, fire drills and signage for school sites.

Porterage:

- Receive and distribute deliveries.
- Move resources, equipment and furniture as required by schools, including setting up for school events and parents evening.

Additional activities:

- Support planned school calendar events , e.g. parents evenings after 6.00pm
- Attend meetings, training sessions and CPD sessions

Site Assistants will support schools on a rota basis working one long, one short shift per day as dictated by the needs of the school. These will vary throughout the week. This role will be based across two sites and will be peripatetic when needed.

The person undertaking this role is expected to work within the policies, ethos and aims of NCEA Trust and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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PERSON SPECIFICATION

Post Title: Site Assistant	Department: Facilities		Assessment Method
	Essential	Desirable	
Experience	Experience of undertaking general tasks e.g., basic maintenance, painting etc.		
Skills & Competence	Good communication skills, both verbally and in writing Ability to work with others as part of a school site team and the wider Trust team Ability to be flexible and to be available for any after school events/needs of the school/Trust.		
Knowledge & Qualifications	GCSE or equivalent in Maths & English Ability to effectively use IT equipment		
Physical, mental and emotional demand	Outdoor work required		
Other	Willingness to participate in training and development		