

# THE HEMEL HEMPSTEAD SCHOOL



## Job Description

**Job Title:** SITE ASSISTANT

### Core purpose

- To assist the Premises Manager to provide a clean and safe environment for users of the school buildings and grounds.
- The postholder will have responsibility for specific handyperson / caretaking tasks and for specific areas of the school, but can expect to assist the Premises Manager in the full range of site duties and anywhere in the school if required by operational needs.
- The postholder can expect to spend some of his/her time on cleaning duties.

### Core Leadership qualities

- Adherence to the core vision and values of the school
- High professional standards
- Flexible approach
- Effective communication skills
- Being an effective member of the support team and the whole school team
- Personal integrity in terms of confidentiality and discretion
- Positive attitudes to change and continuous improvement

### Specific Responsibilities

- Security of the school's buildings and grounds
- Operation of the school's heating plant
- General portering duties, including movement of furniture and equipment within the school
- Site duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- Liaison with contract staff (as appropriate)
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work
- Deputise for the Premises Manager when required.
- Advising the Premises Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Subject to the direction of the Premises Manager, the post holder is expected to act on his / her own initiative.
- Such other duties which may arise from the use of the premises
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice

### Knowledge, Experience and Training

- Experience of working in a school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and materials
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post.

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## Physical Effort

- Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.
- Approx. 30% of the time might be spent moving and carrying various items.
- Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

## Outcomes

- A physical environment at The Hemel Hempstead School where students, staff and visitors feel safe, secure and valued.

**Line manager:** Premises Manager

## Hours:

37 hours per week / 52 Weeks per year

Shift Pattern: Alternate early shift (7am-2.30pm) and late shift (2pm-9.30pm) plus alternative weekends (for which overtime is paid)

## Person Specification Criteria

- Should have mechanical, organisational and interpersonal skills. In addition, they are required to have the ability to multi task and possess the physical capability to engage in manual labour.
- The ability to work well with other members of the team and assist in the training of new staff if necessary.

Professional Experience, Skills and Commitment	Essential	Desirable
<ul style="list-style-type: none"> <li>• Being able manage crisis situations</li> <li>• Being courteous, honest and practical</li> <li>• Being reliable and practical</li> <li>• Communicating effectively in both verbal and written format</li> <li>• Following health and safety regulations</li> <li>• Liaising with other workers</li> <li>• Making minor repairs and maintaining small equipment</li> <li>• Able to work under pressure</li> <li>• Familiarity with e-mail and maintenance of computer based records</li> <li>• First Aid trained</li> <li>• Full Driving License</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>