

Job Title: Site Assistant

Reporting to: Facilities Manager

Grade: Band 4 NJC SP 2- 3. 37 hours 52

weeks **Actual Salary:** £17,711 - £18,426.

Overall Purpose of the Post

To maintain the academy site to ensure the health and safety of students and staff

Main Duties and Responsibilities

- To inspect and tidy the student and staff toilets at an appropriate time of the day.
- To empty the dining room bins after the lunchtime period.
- To check and empty the bins around the Academy where necessary.
- To check all stairwells and corridors throughout the day.
- To remove litter from any internal areas of the building.
- To check and clean the staffroom including the filling of the dishwasher, at an appropriate time of the day.
- To carry out a break and lunchtime duty to include the checking of toilets, corridors and stairwells.
- To liaison with the evening shift Cleaning Supervisor.
- To deliver cleaning stock to the technicians.
- To report any damages or safety issues to the Site Manager/Site Supervisors.
- To report any calls of spillages to the Site Manager/Site Supervisors.
- To help with deliveries where required.
- To ensure the correct weekly lunchtime menus are on display in the dining hall at the beginning of the week and changed on a daily basis.
- To assist the Site Manager or Site Supervisors as required.
- To check the main entrance for litter/leaves each morning.
- To maintain general cleanliness around the Academy site.
- To earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To comply with the Academy's Child Safeguarding Procedures, including liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- To undertake other reasonable duties (within competence and experience) as requested, in accordance with the changing needs of the organisation.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.