

## **Ribston Hall High School**

### **Job Description**

#### **Site Assistant**

**NJC Scale 4-8 £24,404 to £25,992**

**37 Hours per week/All Year Round**

### **Job Purpose**

To support the Site Manager in ensuring the buildings and grounds are well maintained and secure to an agreed standard.

### **Main Duties and Responsibilities**

- Assist in keeping the buildings and grounds safe, operational and clean.
- Carry out any minor repairs to premises on a day to day basis.
- Occasionally deputise for the Deputy Site Manager or Site Manager in their absence.
- Respond to requests for maintenance support.
- Preparation of facilities for pre-set and varying school events and external activities.
- Ensure that school mini-bus is secure, clean, satisfactorily maintained and regular checks recorded.
- Drive minibus.
- Carry out emergency cleaning duties as required.
- Locking and unlocking of premises as required, including mornings and evenings.
- Ensure effective arrangements for the security of the premises and contents, including responding to emergencies affecting the school premises outside normal hours if required.
- Be flexible with shifts to suit the business needs of the school.
- Take delivery of school supplies and distribute within the school.
- Ensure that all furniture arrangements and accommodation requests are in place on time.
- Disposal and appropriate allocation and monitoring of general waste and recycling.
- Carry out any other appropriate duties as required by the Finance and Operations Manager or Head Teacher.

**Line Management**

N/A

**Qualifications and Experience**

- Good verbal and written communication skills
- Knowledge of a trade or general DIY skills

**Supervision Received**

The postholder will be responsible to the Site Manager and in their absence the Finance and Operations Manager.

**Principal Contacts**

School staff, Students, Parents, Contractors, Service Providers, and Hirers of the school premises.

**Equal Opportunities**

Equal opportunities is the right of everyone to equal chances and each individual is respected for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

**Special Conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.