



## CONFIDENTIAL – Priory School

### Job Description

Job Title	Site Assistant	Job Holder	
Author	Jo McGovern	Date Created	June 4 <sup>th</sup> 2018
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

### Outline Description of Role

To support the Site and Compliance Manager in maintaining and improving the fabric and grounds of the school building, ensuring compliance with Health and Safety legislation at all times.

### Key:

E – Of Essential Importance and Central to Job Role  
D – Desirable

Responsibilities	E	D
------------------	---	---

Responsibilities	E	D
<b>Health, Safety and Security</b>		
1. Open and close the building as directed. This will include occasional out of hours opening, closing, and covering for absences.	✓	
2. Carry out effective security procedures to ensure the school buildings and grounds are secure at all times and report any faults/defects to the Site and Compliance Manager. Attend the school out of hours in the event of a call out.	✓	
3. Carry out the checking of alarms, fire safety equipment, and report any faults/defects to the Site and Compliance Manager.	✓	
4. Use the facilities fault reporting system to prioritise workload ensuring urgent health and safety issues are dealt with in a timely manner.		
5. Carry out any routine procedures under the direction of the Site and Compliance Manager to ensure that the school is compliant with Health and Safety and any other relevant legislation at all times.	✓	
<b>Premises Management</b>		
6. Ensure general tidiness and cleanliness of the school building and grounds.	✓	
7. Receive all incoming deliveries and ensure they are taken to the appropriate department.	✓	
8. Carry out office/class moves as required.	✓	
9. Record and report all meter readings on a monthly basis.	✓	
10. Clean sickness and spillages as required in the absence of cleaning contractors.	✓	



### CONFIDENTIAL – Priory School

11.	Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.	✓	
12.	Deal or arrange to be dealt with all electrical and gas emergencies, making safe initially by turning off the supply.	✓	
13.	Replace lamps and domestic fuses as required.	✓	
14.	Check plumbing and electrical fittings and report/repair any defects as appropriate.	✓	
15.	Synchronise clocks and time switches as required.	✓	
16.	Undertake minor repairs to fixtures and fittings including desks, tables and chairs as required.	✓	
17.	Undertake redecoration of any area under the direction of the Site and Compliance Manager.		
18.	Remove all graffiti as required and to ensure the site is as free from litter as possible.		
19.	Maintain cleanliness and general tidiness of all external areas including the emptying of the bins on a periodic basis.		
20.	Clean and clear all drains and guttering to ensure effective and healthy operation.		
21.	Inspect the outside fabric of the school and repair/report any defects.		
22.	Undertake designated gardening duties including cutting the lawns, weeding etc.		
23.	Clear leaves, snow, ice, moss etc, including treatment of surfaces to ensure the safety of the school community at all times.		

Duties		E	D
24.	Understand and comply with the Support Staff Standards at all times.	✓	
25.	Actively promote the inclusion of all children into whole school activities.	✓	
26.	Actively seek opportunities for professional development.	✓	
27.	Be aware of and respect all children's religious beliefs and cultures.	✓	
28.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.	✓	
29.	Develop effective, professional working relationships with colleagues	✓	
30.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.	✓	
31.	Undertake a 30-minute duty each week.	✓	

Compliance		E	D
------------	--	---	---



### CONFIDENTIAL – Priory School

32.	During the course of your employment, you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.	✓	
33.	During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.	✓	
34.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times	✓	
35.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.	✓	
36.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.	✓	