

## **Site Assistant**

- Working weeks: Full time (52 weeks)
- Hours : 37 hours per week – alternate shifts
- Daily working time: Term time:  
Week one: 0600-1400  
Week two: 1300-2100  
School holidays:  
8 hours between 0800 and 2100 as required
- Breaks: Half hour unpaid break each day
- Salary scale: C Grade
- Additional payments: Shift allowance
- DBS requirement: Enhanced DBS disclosure on appointment
- Responsible to: Site/Premises Manager

### Key duties include:

Main point of contact for premises matters on a day to day basis.  
Ensure site cleanliness meets standards.  
Liaise with users of the site over their needs.  
Monitor performance of contractors.  
Carry out minor repairs to buildings/equipment and assess the condition of fittings.  
Maintain an up to date awareness of H & S policies and procedures and apply them throughout the school area.  
Apply security procedures to the school. Unlock/lock school premises when in session.  
Act as principal key holder in emergencies.

### Desirable skills and attributes:

Proactive, confident problem-solver  
Good working knowledge and practical experience of repair and maintenance work – both interior and exterior  
Excellent communication skills are essential  
Good ICT skills