



The Hamble School

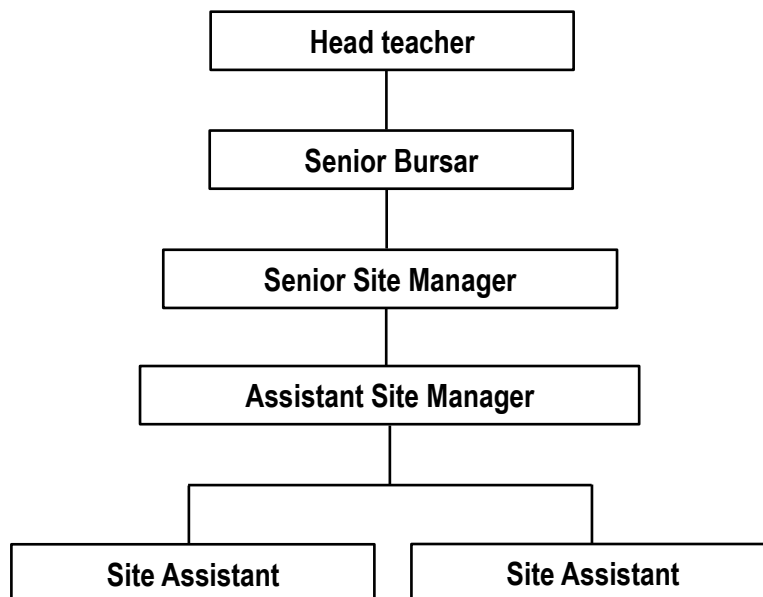
JOB DESCRIPTION

JOB TITLE:	Site Assistant
GRADE/ ROLE PROFILE REF:	Grade C – Role Profile Ref 2137
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	Shifts – 6.30am to 2.30pm & 10.00am to 6.00pm with some flexibility
BASE:	Site Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Senior Site Manager/Assistant Site Manager (day to day direction)



GENERAL STATEMENT

To represent The Hamble School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating. The holder of this post will work under the day to day direction of the Assistant Site Manager. Qualities of flexibility and a willingness to provide quick and efficient service are required.

RESPONSIBILITIES/ACCOUNTABILITIES:

Under the direction of the Headteacher, Senior Bursar, Senior Site Manager and Assistant Site Manager and in accordance with the practices and procedures of the School, the Site Assistant will be responsible for the following tasks:

- Take overall responsibility for ensuring that:
 - i) the grounds and hard areas remain tidy by the emptying of external litter bins, removal of litter
 - ii) hard areas remain clean by sweeping and hosing;
 - iii) drains and gullies are kept clear of blockages;
 - iv) accessible gutters are checked and cleared;
 - v) standards of grounds maintenance are monitored and problems with the ground's maintenance are reported to the Assistant Site Manager/Senior Site Manager.
- Undertake a range of horticultural and grounds maintenance as required or directed by the Assistant Site Manager/Senior Site Manager.
- Monitor standards of grounds maintenance and liaise as necessary with the grounds maintenance contractors over day-to-day requirements and standards, reporting any problems with the contractors to the Assistant Site Manager or the Senior Site Manager.
- Ensure security of the site, including;
 - i) Open and close the School, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as agreed between the Senior Site Manager, Senior Bursar and the Headteacher.
 - ii) Intercept intruders/trespassers and when not possible alert the Police.
 - iii) Set, test and operate the fire and intruder alarms on a regular basis.
 - iv) Respond to out of hours call-outs in respect of the intruder and fire alarms, alerting and liaising with the emergency services as necessary.
- Carry out minor repairs, maintenance and redecoration on the School site, including painting, plumbing, carpentry and plaster repairs, as directed.
- Detect and report any building defects and in liaison with Assistant Site Manager, organise emergency repairs to buildings, furniture and equipment as directed.
- Direct contractors to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired.
- Carry out the movement of furniture and equipment within the site.
- Assist with the checking off and distribution of items delivered to the site, as required.
- Check and sign the Asbestos register prior to undertaking any penetrative work on buildings raising Asbestos problems with the site manager as required.
- Ensuring that all contractors and staff have checked and signed the Asbestos register prior to undertaking work on site.
- Undertake any necessary action as directed by the Head teacher or Senior Site Manager in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Take responsibility when on duty for the operation of systems required for the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, firefighting equipment and alarms.

- Maintain a full, clean driving licence and undertake MIDAS training. Not essential
- Drive the minibus as required, including the transportation/collection of students, etc. and the collection of goods. Not essential
- Under the direction of the Site Manager clean and full maintenance check regularly (at least weekly) the school minibuses, including administrative procedures.
- Ensure that any damage or mechanical problems are reported immediately and arrangements are made for the necessary repairs.
- Take reasonable care of your own Health & Safety and that of other people around you, including, but not limited to;
 - i) Obeying all policies, method/risk assessments
 - ii) Using correct PPE at all times where required
 - iii) Not interfering with, or misusing anything that has been provided to you for your own health, safety and welfare.
- Issue soap, toilet rolls and paper towels and such other items as required by the School.
- Service lettings and carry out caretaking and minor maintenance, repair and redecoration tasks during that time.
- Clean areas of the school as assigned or required by the Headteacher, Senior Bursar, Senior Site Manager and Site Manager, undertaking any training as necessary.
- Deputise as required for the Assistant Site Manager.
- Carry out such other duties as may reasonably be required by the Headteacher, Senior Bursar, Senior Site Manager and Site Manager.

NOTES

- Some overtime may be necessary from time to time to cover lettings and school functions. The hours of work may be subject to change during school holidays and where the Headteacher considers it necessary to meet operational requirements.
- The post holder may be required to provide cover in the absence of one of the Site Assistants by adjusting normal times of working.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Senior Site Manager, Senior Bursar and Headteacher to enable records to be kept.
- Holidays can be taken during term time. Around exam times, availability of holiday will be limited to only one member of the Site team off at any one time. Dates will be agreed in consultation with the Headteacher, Senior Bursar and Senior Site Manager.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Senior Site Manager.

Date Prepared: 14/06/2022

Prepared By: Eric Stone, Senior Site Manager

Date Reviewed:

Reviewed By:

Reviewed By: