

JOB DESCRIPTION: Site and Maintenance Assistant

Name:

Job Title: Site and Maintenance Assistant

Grade: NJC Points 7–10 (£26,403 – £27,694)

Line Manager: Operations Manager

Main Purpose of the Role

Under the direction of the Operations Manager or Caretaker, the post holder will support the maintenance, security, cleanliness and day-to-day operation of the school site, ensuring a safe, secure and welcoming environment for students, staff and visitors.

The role includes carrying out routine maintenance tasks, completing compliance checks, supporting site security, assisting with grounds maintenance and cleaning duties, and providing daily minibuss transport for designated students.

The post holder will work closely with the Caretaker and contribute to the safeguarding and welfare of all pupils.

Supervisory Responsibility

None.

Key Responsibilities

Site Maintenance Duties

- Undertake routine maintenance and minor repairs across the school site.
- Carry out basic decorating, carpentry, plumbing and general DIY tasks where appropriate.
- Assist with classroom moves, furniture assembly and room set-ups.
- Report maintenance issues and defects promptly to the Caretaker or Operations Manager.
- Support the delivery of traded facilities, site and maintenance services to external schools and organisations where required.
- Assist with preparing facilities for school events and activities.

Grounds Maintenance Duties

- Assist in maintaining the cleanliness and appearance of school grounds.
 - Carry out litter collection and ensure external areas remain tidy.
 - Assist with seasonal maintenance tasks including leaf clearance, plant care, gritting, grass cutting and line painting.
 - Monitor external areas and report and health and safety concerns.
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Compliance and Health and Safety Duties

- As requested by the Caretaker or Operations Manager, carry out routine site compliance checks, including, but not limited to:
 - Fire alarm testing
 - Emergency lighting checks
 - Water temperature monitoring
 - Playground and site inspections
 - Security inspections
- Maintain accurate records of checks undertaken.
- Report hazards, defects and health and safety concerns promptly.
- Support the school's health and safety procedures and emergency arrangements.

Student Transport Duties

- Safely drive the school minibus to transport students as directed.
- Conduct routine vehicle safety checks.
- Ensure the minibus is maintained in a clean and roadworthy condition.
- Maintain appropriate records relating to vehicle checks and usage.
- Comply with all safeguarding and road safety requirements.

Cleaning and Student Supervision Duties

- Undertake cleaning duties as required.
- Assist in maintaining high standards of cleanliness throughout the school.
- Replenish consumables where necessary.
- Support lunchtime and breaktime supervisions arrangements as directed.
- Promote positive behavior and report concerns appropriately.

Student Supervision Duties

- There may be a requirement to carry out break or lunchtime duties, as directed.

General Responsibilities

- Work under the direction of the Caretaker and Operations Manager to support the efficient operation of the school site.
- Maintain confidentiality at all times in accordance with GDPR and school policies
- Contribute to a culture of safeguarding and promote the welfare of all pupils
- Undertake First Aid duties if trained.
- Undertake any other duties appropriate to the grade and role as directed

Safeguarding

The post holder is responsible for safeguarding and promoting the welfare of children and young people and is expected to adhere to all school safeguarding policies and procedures.

Review of Duties

This job description is not exhaustive and may be subject to change. It will be reviewed regularly and may be amended in consultation with the post holder to reflect the evolving needs of the school.

Signatures

Line Manager (Operations Manager):

Signed: _____

Date: _____

Post Holder:

Signed: _____

Date: _____