

Job Description

Job Title/Position: Site and School Assistant

School: Faraday School

Direct Supervisor: Sites Manager / Deputy Head Teacher

Position overview:

Site assistant duties

Under the guidance and supervision of the Site Manager, and the Head teacher the Site and School Assistant is required to ensure the secure and efficient running of the school site and premises, providing maintenance, cleaning and site support where necessary.. The Site and School Assistant will support the Sites Manager by ensuring health and safety standards are complied with. There are also portorage duties, end-of-year tasks, such as assisting staff with moving furniture and site improvement projects.

School assistant duties

During the middle of the day the assistant will provide support for play and lunchtime supervision helping during our busiest times; at break and lunchtimes to supervise the children playing and eating

Qualifications & Experience:

- Good written and verbal English
- Caretaking / Sites management experience
- Initiative and strong organisational and communications skills,
- Prepared to do day to day tasks and a proactive approach.
- Ability to work efficiently and constructively within a small team
- Experience of the education sector and working with children is helpful
- DIY skills and basic plumbing knowledge.
- Comfortable using IT systems, emails.
- Willingness to undergo training as required.
- Experience working with children, kind and flexible team player.

General Responsibilities:

- To work with the Site Manager to ensure that cleaning standards are maintained to a high quality standard.
- To undertake specific, immediate cleaning tasks e.g. illness, flooding toilets etc.
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- To comply with school systems e.g. the reporting of faults, the regular inspection of the fabric of the school, ensure walkways are maintained safely, the gullies and drains work effectively.
- To deal with or arrange to be dealt with all leaks, breakages etc. as appropriate. • To ensure access, support as appropriate and secure premises for all emergency services.
- To liaise with contractors, workmen and other organisations; monitor their activities, enable them to complete their work, supervise where necessary.
- To liaise with the Site Manager to organise maintenance and repair tasks and undertaking minor repairs and painting as directed by the Site Manager.

School Assistant General Responsibilities:

- Oversee the safety of the children during their play and lunchtime breaks
- Monitor children's behaviour and defuse potential conflict situations during the play and lunchtime breaks
- Set up and clear up room/s and playground areas used during these breaks.

School Working Hours:

Monday to Friday Term Time only; 7:30am to 3:30pm
Plus up to 4 weeks work during the school holidays to assist the Sites Manager with site improvement projects.