



Bishop's Hatfield Girls' School

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Company number 07831507

TITLE OF JOB	:	Site Assistant
DATE REVIEWED	:	March 2017
SALARY RANGE	:	£16,086 - £17,060 (pro rata)
HOURS	:	full time or part time

1. PURPOSE OF YOUR JOB

To work with the Caretaker and assist the Facilities Co-ordinator to provide a clean and safe environment for users of the school buildings and grounds and to carry out maintenance and minor repair work to the school buildings, grounds, fixtures and fittings.

2. MAIN AREAS OF RESPONSIBILITY

Safety and security of the school's buildings and grounds:

- Ensure the school's buildings and grounds are secure including ensuring that the alarm system is functioning properly, patrolling the site for hazards, damages and intruders, locking/unlocking gates and internal/external doors and ensuring all windows are closed at the end of the day.
- The postholder will be a designated keyholder of the school for emergency access to the premises. This will include responding to emergency call-outs and taking action as appropriate, alerting management to any risk to a breach of security.
- Carry out Health and Safety checks and document these, as directed.

General appearance and cleanliness of the site:

- Carry out daily and periodic inspections and cleaning of designated areas of the school buildings and grounds including toilets, offices, sports hall and dance studio and document these.
- Undertake, as required, the cleaning of spillages, floods, slippery floors and bodily fluids and the removal of graffiti.
- Undertake work to keep grounds tidy such as sweeping leaves, collecting litter and removing weeds.
- Ensure recycling is placed in wheelie bins and that these are put out for collection on the appropriate day.
- Ensure refuse collections are undertaken, empty outside bins weekly and office/staffroom bins daily.
- Undertake, as required, specific cleaning tasks not covered by external contractors such as glass doors, pictures, computers and table tops.

Porterage:

- General porterage duties including movement of furniture and equipment within the school, delivering parcels to faculties, setting up for events and clearing away after these and movement of daily deliveries to required end point.

Maintenance and repairs:

- Carry out daily, weekly and annual Planned Preventative Maintenance jobs as requested by Facilities Co-ordinator
- Undertake minor maintenance and repairs as necessary eg. replace toilet seats, repair door handles, replace light tubes or mend lockers.
- Touch up paintwork which does not require specialist skills.
- Liaise with external contractors in the absence of the Facilities Co-ordinator and monitor the quality of their work, reporting any issues.

- Visually check electrical fittings and equipment and report any concerns.
- Monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.

Lettings and events:

- Support the setting up for and clearing up after school events such as parents' evenings.
- Supervise the use of school facilities by external parties for events or activities,
- During events, ensure all users have a safe and clean environment and that facilities are ready for normal school use again afterwards.

Other responsibilities:

- Undertake administrative work relating to the site including keeping paperwork and filing up to date.
- Respond in a courteous manner to enquiries from staff, pupils and visitors and actively support the positive ethos, atmosphere and aims of the school.
- Undertake training as required in order to carry out duties effectively.
- Undertake any other work as reasonably requested by the Business Manager/Facilities Co-ordinator.

3. ORGANISATION

The jobholder will report to the Facilities Co-ordinator.

4. CONTACTS

- Business Manager, Facilities Co-ordinator, Caretaker and Interserve Maintenance Technicians
- Teaching and support staff
- Pupils and visitors (including parents)
- Building trades contractors and appropriate local authority staff
- Cleaning staff and supervisor, grounds maintenance staff

5. KNOWLEDGE, EXPERIENCE AND TRAINING

The following are desirable:

- Experience of previous caretaking, cleaning or maintenance work.
- Experience of working in a school or similar professional environment.
- Good time management including the ability to deal with unexpected issues alongside planned tasks.
- Experience of maintaining good record systems.
- Knowledge of efficient cleaning methods and materials.
- Evidence of success in handyperson, gardening or DIY tasks.
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties.
- Working at Height training or willingness to undertake this.
- Manual handling training or willingness to undertake this.
- First Aid training or willingness to undertake this.
- A professional approach to work including good timekeeping, a tidy appearance and a courteous manner.

Additionally, flexibility and sensitivity to the needs of a wide range of users of the school is essential. On the job training will be provided.

6. PROBLEMS AND DECISIONS

Advising the Business Manager or Facilities Co-ordinator of:

- Faults to the buildings, fixtures and fittings which require specialist attention.
- Breaches in security of the site.
- Issues with work undertaken by external contract staff.
- Subject to the direction of the above, the postholder is expected to act on his/her own initiative.

7. PHYSICAL EFFORT

A good level of fitness is required as the role requires daily physical effort:

- Moving and carrying furniture and other equipment, eg. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries within the school to wherever they are to be stored.
- Climbing ladders and working at heights.
- Some handyman tasks require strength such as lifting tables.

Approximately 40% of the time might be spent moving and carrying various items.

8. WORKING ENVIRONMENT

The school moved into a new building in February 2017. The hard services are managed by Interserve. The school is responsible for all other services. Some of the work may need to be done out of doors, sometimes in cold or wet weather. There are hazards involved in working up ladders.

9. DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

10. ADDITIONAL INFORMATION

Working hours will be agreed with the Business Manager, and anticipated to be up to 37 hours per week, 52 weeks per annum. The school is open 7 days a week, and working hours will be on a shift pattern agreed in advance which includes covering events in the evenings and weekends.

Holiday entitlement will be as per the school support staff pay policy. Leave shall be agreed at least 4 weeks in advance. In the absence of the Caretaker or other member of the site team through illness, the jobholder will be required to temporarily change his/her working pattern to provide cover. Time off in lieu will be given for additional hours worked for instance for school events outside normal hours, although payment may be considered for certain duties which will be paid at an agreed rate.

It is not always possible to define completely the duties and responsibilities attached to roles and some variations may be necessary from time to time.