

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Site Assistant</b>
<b>Academy:</b>	<b>Westgate Hill Primary Academy plus other Newcastle Schools as and when required</b>
<b>Reporting to:</b>	<b>Site Manager</b>
<b>Salary/Pay range:</b>	<b>£18,198 per annum, £14,755 actual salary</b>
<b>Hours of work:</b>	<b>30 hours per week, all year round</b>

---

### **Purpose of Job**

To work with the premises team, under the supervision of the Site Manager, to maintain the school effectively and efficiently for the benefit of all pupils, staff and visitors.

### **Main Duties and Responsibilities**

The following main duties and responsibilities are as follows:

- To undertake a cleaning pitch during contracted hours.
- To be a key holder with responsibility for opening and closing the school site.
- To work at other Newcastle Schools within Laidlaw Schools Trust on an adhoc basis to support with opening and closing, moving furniture and general maintenance as and when required.
- To monitor and respond to maintenance and repair requests.
- To carry out basic repairs and maintenance.
- To assist the site manager with snow clearance and gritting.
- To move parcels, furniture and set up for events as and when required.
- To use and maintain tools and equipment as necessary.
- To assist with ensuring all outside areas are well presented, clean and tidy including collecting litter both inside and outside the school grounds.
- To undertake basic gardening duties within the grounds and within the allotment areas/ greenhouses.
- To manage contractors whilst on site in the absence of the Site Manager.
- To support the Site Manager with project delivery.
- To ensure Every is updated in a timely manner for duties that have been delegated to you.
- To report on any issues that are of concern, for example in relation to health and safety.
- To work within relevant health and safety requirements.
- In the absence of the Site Manager but under their direction, co-ordinate the duties of the cleaners.

Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety

- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.