



POST: Site Assistant

GRADE: C - £19,265-£20,290 (FTE)/£13,277-£13,983 (actual salary)
depending on experience + 14% shift allowance

HOURS: Part time (25.5 hours per week)

RESPONSIBLE TO:

This role will be responsible to the Site Manager.

PURPOSE OF THE JOB:

To support teaching and learning by supporting the Site Manager to ensure the maintenance, upkeep and development of the college's buildings and its infrastructure are to a standard compliant with legislation and college policy.

MAIN DUTIES AND RESPONSIBILITIES:

1. HEALTH AND SAFETY

- Support the college's policies for all H&S.
- Be familiar with and follow site risk assessments.
- Maintain an overview of contracted works undertaken within the college.
- Take reasonable care of your own H&S and that of others affected by what you do, and undertake regular training.
- Report any health and safety concerns to the Senior Site Manager as soon as is practicable.

2. SECURITY

- Act as a designated key holder and a contact for police/emergency services during and out of normal college hours.
- Responsible for locking and unlocking, supporting the security of the premises and its contents at all times including following forced or illegal entry.

3. RESOURCE MANAGEMENT

- Support the Site Manager to ensure that stock levels of designated consumable resources are maintained for the site team and these are safely and securely stored.

4. GROUNDS/SITE/BUILDING AND PLANT MAINTENANCE/REPAIR

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

- Support the Senior Site Manager to ensure the regular and effective maintenance of heating plant equipment.
- Support the Site Manager to ensure the college remains site compliant and assist in maintaining an annual schedule of maintenance and decoration.
- Support the Site Manager to identify and carry out maintenance and repairs, as appropriate, to plant, fixtures and fittings, equipment, furniture, grounds and the fabric of the building.
- Following minor emergency situations e.g. spillages, breakages etc ensure any mess is cleaned up and repairs completed.
- Support the Site Manager to ensure the smooth running of the building during maintenance/project work and that the minimum impact on the college's normal operation is experienced.
- Support the site team during periods of absence, project work or during college closure periods in terms of other duties as directed by the Site Manager.

5. ENVIRONMENTAL MANAGEMENT

- Support the site team to ensure proper arrangements relating to the collection and safe disposal of all waste materials and equipment, which may include the safe and hygienic condition of the waste collection point.
- Support the site team to ensure that all hard areas, play areas, drives, grounds, gardens – extending directly beyond the college perimeter, are kept neat and tidy and free of litter/debris.
- Support the site team to ensure that all approaches to the premises are kept clear of snow, ice and obstructions as per the college Ice and Snow Plan.
- Support the site team to ensure that all drains, gullies, gutters and rainwater pipes remain clear, free running (subject to reasonable access).

6. TEAM MANAGEMENT

- Participate in regular site meetings with the Senior Site Manager with a view to raising standards across the college site.

7. CLEANING

- Act in a supervisory role as directed by the Site Manager to ensure effective and efficient delivery of the provision across the college site, to include own cleaning responsibilities.
- Act in a supervisory role as directed by the Site Manager to ensure that cleaning equipment is of a suitable nature and meets H&S requirements.
- Support the Site Manager to deliver an annual schedule of deep cleaning for the college site; completed in a timely manner.

- Act in a supervisory role as directed by the Site Manager to ensure the cleanliness and upkeep of the premises is maintained during college closures, lettings and events and holiday clubs.

8. CONTRACT MONITORING

- In the absence of the Site Manager, act in a supervisory role to oversee the work of all external contractors involved in repairs or maintenance, ensuring contractors and providers are issued with, and observe, the college's induction process and H&S literature.

9. EXTERNAL USE OF COLLEGE FACILITIES

- Provide a supportive role to the Site Manager for any lettings.

10. ADDITIONAL

- Maintain good relationships with students, staff, visitors and users of the college's facilities.
- Ensure appropriate and effective communication at all levels to the college community in all aspects of the college's business.
- Take an appropriate level of responsibility for own professional development.
- All staff have a responsibility to ensure that all college child protection policies are adhered to and concerns are raised in accordance with these policies.
- Any other duties/responsibilities, determined by the Principal and Business Manager, without changing the general character or level of responsibility entailed.
- Support clear handover routines and attend daily meetings with the Site Manager to ensure continued provision across the site.
- Support and maintain robust communication with the Site Manager and site team to ensure best possible outcomes for the college and its community, with clear feedback to the Site Manager.