

## Job Description



<b>POST:</b>	Site Assistant
<b>RESPONSIBLE TO:</b>	Site Manager
<b>SALARY:</b>	NJC Scale 4 (7 - 11)
<b>LOCATION:</b>	The Telford Park School
<b>WORKING PATTERN:</b>	Full time; 52 weeks; 37 hours per week
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS with Children's Barred List
<b>KEY RELATIONSHIPS:</b>	Site Manager
<b>RESPONSIBLE FOR:</b>	N/A

## MAIN PURPOSE:

To support the Site Manager in ensuring the school site is **safe, secure, clean, and well maintained**, providing a high-quality learning environment for students and staff.

The postholder will contribute to the **effective operation, security, maintenance, and compliance** of the school premises, ensuring adherence to all relevant legislation, including Health & Safety and safeguarding requirements.

## Key Responsibilities

### 1. Site Maintenance and General Duties

- Carry out routine maintenance and minor repairs (e.g. fixtures, fittings, furniture, basic plumbing and decorating).
- Maintain cleanliness and presentation of internal and external areas, including litter removal and waste management.
- Undertake portering duties, including setting up rooms for lessons, examinations, and events.
- Support annual maintenance tasks (e.g. hall floor care).
- Ensure toilets and hygiene facilities are clean and stocked.
- Receive and safely store deliveries.
- Maintain school vehicles (e.g. cleanliness and basic checks).
- Undertake grounds maintenance (e.g. sweeping, clearing debris, basic upkeep).

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### 2. Security

- Open and close the school site, including gates and buildings.
- Operate alarm systems, CCTV, and security procedures.
- Act as a keyholder and respond to emergency call-outs when required.

- Conduct daily security checks of buildings and grounds.
  - Liaise with police, contractors, and alarm companies where needed.
  - Support lettings, including securing the site before and after use.
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### 3. Health & Safety Compliance

- Support the Site Manager in ensuring compliance with:
    - **Health and Safety at Work etc. Act 1974**
    - **Management of Health and Safety at Work Regulations 1999**
    - **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
    - **Work at Height Regulations 2005**
    - **Provision and Use of Work Equipment Regulations (PUWER) 1998**
    - **Regulatory Reform (Fire Safety) Order 2005**
  - Carry out statutory checks, including:
    - Weekly fire alarm testing
    - Visual safety inspections
  - Ensure fire exits and escape routes are clear at all times.
  - Use equipment safely and report faults promptly.
  - Adhere to COSHH guidance when using cleaning chemicals.
  - Use and maintain personal protective equipment (PPE).
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### 4. Safeguarding and Student Welfare

- Understand that **safeguarding is everyone's responsibility.**
  - Maintain vigilance and report any safeguarding concerns immediately in line with school procedures.
  - Support the school in maintaining a safe and secure environment for all students.
  - Adhere to **Keeping Children Safe in Education (KCSIE)** and school safeguarding policies.
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### 5. Organisational Contribution

- Support the ethos, values, and priorities of Telford Park School.
- Work collaboratively with staff and external stakeholders.
- Participate in training and professional development.
- Support sustainability and energy efficiency initiatives.
- Undertake other duties appropriate to the grade as directed by the Headteacher.

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## **Working Conditions**

- Manual handling (lifting and moving equipment/furniture)
- Working at heights (within regulations)
- Exposure to cleaning chemicals (with PPE)
- Outdoor working in all weather conditions
- Shift work and occasional evening/weekend call-outs

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## **Safeguarding Statement**

Telford Park School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.

The successful applicant will be required to:

- Undertake an **Enhanced DBS check with barred list clearance**
- Provide satisfactory references
- Demonstrate a clear understanding of safeguarding responsibilities

We follow **Keeping Children Safe in Education (KCSIE)** guidance and all safer recruitment practices.

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## **Health & Safety Statement**

The postholder is required to take reasonable care for their own health and safety and that of others who may be affected by their actions, in line with:

- Health and Safety at Work etc. Act 1974
- Relevant regulations including COSHH, PUWER, and Work at Height

The postholder must:

- Follow all school Health & Safety policies and risk assessments
  - Use equipment safely and correctly
  - Report hazards, defects, and incidents promptly
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## **PERSON SPECIFICATION**

### **Essential Criteria**

#### **Qualifications & Training**

- GCSEs (or equivalent) in English and Maths
- Willingness to undertake relevant training (e.g. H&S, safeguarding, manual handling)

#### **Experience**

- Experience of site maintenance, caretaking or similar role
- Experience of working in a safe and compliant manner

#### **Knowledge**

- Basic understanding of Health & Safety requirements
- Awareness of safeguarding responsibilities in a school environment
- Knowledge of basic maintenance tasks

#### **Skills & Abilities**

- Ability to carry out practical maintenance tasks
- Good organisational and time management skills
- Ability to work independently and as part of a team
- Good communication skills
- Ability to respond calmly to emergencies

#### **Personal Qualities**

- Reliable, flexible and proactive
- Takes pride in maintaining a high standard environment
- Strong commitment to safeguarding and student welfare

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#### **Desirable Criteria**

- Experience working in a school setting
- Health & Safety qualification (e.g. IOSH)
- Experience of working with alarm systems, CCTV or compliance checks
- Basic trade skills (e.g. plumbing, electrical, decorating)