

Colnbrook School

***“Working Together... Achieving
Together...Aiming Higher”***

A Specialist Primary School for Children with
Learning Difficulties, Autism and Speech &
Language Difficulties



Head Teacher: Caroline Aplin

Site Assistant

Job Description

Pay Grade: H2

Hours: 30 hours per week - 52 weeks a year.

Annual Leave entitlement may be taken during term-time.

Responsible to: School Business Manager

1. Purpose of the Role

To assist the Site Manager in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Main areas of Responsibility

Health & Safety

- To attend any Health & Safety courses as appropriate
- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
- Assist the Site Manager with safety checks and keeping relevant records
- Assist with school gate duties
- Collect and assemble waste for collection
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.

Cleaning

- Ensure the playground, pathways and entrance to the school are always kept clean and tidy, clearing away litter, leaves etc. In winter this will involve salting ice/clearing snow.
- Replacement of consumables (soap, toilet rolls, hand towels)
- Undertake any required cleaning duties as directed by the Site Manager

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e-mail: admin@colnbrook.herts.sch.uk website: www.colnbrook.herts.sch.uk

General

- General portage duties including movement of furniture and equipment within the school
- Assisting with redecoration projects as part of a rolling programme of works.
- Act as a designated key holder, providing emergency access to the school site.
- Act as a school contact in relation to premises related contractors.

2. Supervision

The postholder will work under the general and specific direction of the School Business Manager and Site Manager but will also need to work on their own initiative.

3. Contacts

- Site Manager
- Senior Leadership Team
- Pupils and visitors (including parents)
- Building trades contractors and appropriate Local Authority staff
- Cleaning contractors

4. Knowledge, experience and training

Knowledge	Essential Competencies
Desirable <ul style="list-style-type: none">• Relevant qualification/experience eg construction, decorating, DIY would be an advantage.• IT skills to a reasonable level.• Knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations.	<ul style="list-style-type: none">• Have good communication skills and a good sense of humour• Work well as part of a team working, offering support when possible.• Be able to work flexibly, responding to the needs of the school.• Be reliable and trustworthy• Be kind and considerate towards others.

6. Problems and Decisions

- Advising the Site Manager of faults to the buildings, fixtures and fittings which require specialist attention.
- Subject to the direction of the Site Manager & SBM, the postholder is expected to act on their own initiative

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7. Physical Effort

Requires regular physical effort such as bending and stretching, pulling or pushing cleaning/maintenance equipment with occasions of more intense effort, such as moving or lifting furniture.

8. Working Environment

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.

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

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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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