

Job Description

Post Title:	Janitorial/Site Assistant
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	NJC 01 - 05, Actual Salary £15,967 to £17,115
Hours of work:	Term-time plus 3 weeks, 35 hours per week
Reporting to:	Site Manager

We are looking to appoint someone who is reliable, attentive and with great attention to detail. The right person should be motivated, responsible, independent and have excellent time management skills.

Overall Purpose of Post

To work with the Site team on a daily basis to ensure the smooth running of the school and to ensure the safe operation and general maintenance of the site.

Main Duties and Responsibilities

- Keeping the school site and direct local surrounding area in a presentable state
- Maintaining a safe environment for young people through awareness and promotion of safeguarding
- Litter picking, clearing of leaves, guttering and drains
- Replenishing toilet supplies
- Cleaning spillages, removal of graffiti
- Gritting (weather appropriate)
- Carry out repairs and reactive maintenance
- General portering duties
- Understand how to prepare for refurbishment, or deep cleaning of surfaces and equipment
- Understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety of other tools
- Understand and demonstrate the importance of Health and Safety in the workplace
- Comply with organisational safety policies and procedures and identify hazards and reduce them
- Understand and demonstrate the importance of working safely at height
- Be responsible for the setting up for school functions
- Other tasks as required which are commensurate with the grade and post

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
- Act as a key holder and controlling site keys, routine and non-routine opening.
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work including monitoring the work of contractors.
- To undertake minor repairs and maintenance tasks which are within the post holder's competence and identified as such, arranging for other repairs to be carried out and organising emergency response to vandalism damage
- Assist in maintaining stocks of materials, equipment and protective clothing as required.
- Undertake the removal of snow and other obstructions from entrances, steps, access pathways etc.
- Ensure that deliveries to the school are correctly accepted, securely stored and distributed
- Maintain, following direction of the Line Manager, the security of the site and grounds including liaising with contractors
- Report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly
- Supervise lettings when directed by the Line Manager ensuring that users requirements are met and the security of the school buildings are maintained at all times
- Ensure, in conjunction with the Head Teacher and the Line Manager that all health & Safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises, users and visitors, including contractors
- Assist in ensuring all required risk assessments are carried out and completed and action taken where necessary
- Ensure that appropriate signs and notices are displayed
- Notify, following direction of the Line Manager, appropriate agencies of issues and make necessary arrangements such as pest/vermin problem
- Assist in ensuring that the required documentation and reporting of incidents including accidents are fulfilled

Administrative

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within the required deadlines
- Deal with correspondence promptly and as required
- Work outside of normal school working hours as required for extended school status activities, lettings, school events
- Participate in school emergencies as required including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation
- Attend training sessions and meetings as required
- Keep up to date with relevant legislation and regulations including Health and Safety and Control of Substances Hazardous to Health (COSHH) developments and communicate relevant information to staff
- Retain confidentiality about all aspects of school life
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Governors shall from time to time reasonably require

Interpersonal Skills

- Understand the importance of customer service
- Take ownership of situations
- Work independently and as part of a team
- Communicate effectively, either verbally, or in writing
- Record and report information accurately, internally and externally
- Have a problem-solving approach
- Have a flexible attitude
- Have the ability to understand the limitation within the role

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding
- Participate in the Trust Professional Performance Review process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions Employment.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.