

Job Title FIXED TERM Site Assistant		Thematic Area	
Post No. ECC336	Grade Grade B	Service Schools	Location Old Park Primary School
Responsible to Headteacher Premises Manager Business Manager	Contacts	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet	
Working hours: 37/week		<p>Special conditions Lettings payments will now be based on a fixed hourly rate of SCP 9 for all site staff undertaking lettings outside of their normal working hours. This rate will be payable to all staff on Bands A-E inclusive.</p> <p>Annual holidays to be taken during school holiday periods.</p> <p>Call outs payments will be paid on your hourly rate, a minimum of 2 hours will be paid per call out.</p>	
		Conditions of Service NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

Responsibilities include the cleaning of designated areas of the school. To ensure efficiency, cleanliness, safety, security and smooth operation of the building, machinery and fabric.

Your current duties and responsibilities are:-

1. The efficient operation of the school site in accordance with the Authority's Policies, individual site policies and in particular those relating to the Health and Safety at Works Act.
2. Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.
3. Setting of intruder alarm and initiation of response procedure following alarm activation.

Repairs and Maintenance

4. Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.
5. The receipt and portage of light goods or materials, the maintenance of appropriate records and the relocation of portable equipment and furniture.
6. Inspecting and carrying out repairs to furniture and buildings, except where specialist contractors are required.
7. Notification of health and safety hazards to the Premises Manager and Head Teacher.
8. Ordering and replacing light bulbs and other fittings as required.
9. Removal of graffiti (excluding that requiring removal by specialists).

10. Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.
11. Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

Building & Contracts

12. To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

Cleaning

13. To lead the cleaning team to ensure standards of cleaning are maintained throughout the school.
14. Daily cleaning with the cleaning team.
15. Ensure toilets are cleaned when necessary during the working day.
16. Inspect and replenish soap, toilet paper and paper towels.
17. Stock control of all cleaning materials including raising orders, distribution and monitoring of materials.
18. Training staff in the use of electrical equipment, cleaning chemicals and cleaning procedures in order to undertake all tasks.
19. Cleaning of windows on a rolling programme basis.
20. Cleaning of internal and external bins on a rolling programme/or as and when required.

Grounds

21. Maintain a litter-free environment as far as is practicable, empty external waste bins and remove internal rubbish as necessary.

Energy

22. Care and operation of the heating plant and general cleanliness of the boiler house.
23. Monitor the efficient use of electricity, Solar panels, gas and water, carrying out meter readings as necessary.

Support the schools' sustainability plan

Other duties

24. Receipt and portorage of light goods and materials.
25. Setting out and clearing of furniture & equipment for a range of functions as required including out of hours events/Lettings.

Supporting school visits/events as and when required

Special conditions

26. To participate in the operation of the Council's Appraisal Scheme.
27. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
28. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
29. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Job Title	FIXED TERM Site Assistant			Directorate	Education
JE Reference No:	ECS336	Grade	B	Service	Old Park Primary School
Completed By				Date of Issue	Summer 2024

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.		<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Working with machinery and chemicals Experience of DIY	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
3. Training			
What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willing to undertake, COSHH, IOSH, Manual Lifting, Asbestos, Fire Safety	<input type="checkbox"/>	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.

4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	Knowledge of cleaning materials in connection with COSHH Knowledge of fire safety Knowledge of DIY rules and regulations	<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Flexible working patterns Ability to work evenings and weekends	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, cooperating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Dependable To be able to work as part of a team and by oneself	<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	To be able to use machinery Ability to use IT	<input type="checkbox"/>	Performance in related selection process.
8. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity	<input type="checkbox"/>	Application form and interview questioning and references.

The remaining sections ARE to be completed by managers AND ARE FOR THE APPLICANT'S INFORMATION only.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of Guidance on completing individual sections of the Personnel

Specification

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input type="checkbox"/>	

10. Politically Restricted Post

Is this post a "politically restricted post"?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input checked="" type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input checked="" type="checkbox"/>
Agricultural / gardening work	<input checked="" type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>

Lone working	<input checked="" type="checkbox"/>	Regular walking on uneven ground	<input checked="" type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
 - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
 - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

If you are unsure whether this post is safety critical or not, please contact Occupational Health on 0121 530 5258.

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

Yes

No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

Yes

No

14. Sickness Absence and Disability	Criteria	How Identified
<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate's information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>