

**Post
of
Site Team Assistant
The Ashcombe School
September 2018**

Post of Site Team Assistant

Thank you for your expression of interest in the post of Site Team Assistant.

We are seeking a committed, enthusiastic and self-motivated team-player to assist with a variety of maintenance, portering, cleaning and security related duties around the School. We are looking for someone who:

- is reliable and able to work as part of a supportive team
- has a calm and friendly approach
- possesses good DIY skills, or a trade
- takes pride in their work and in our school
- is aware of H&S issues
- has the physical ability to carry out manual handling tasks i.e. lifting, climbing and moving items

The role is for 36 hours, 52 weeks per year with 24 days holiday and is being offered on the SES4* range £16,904 to £19,776 p.a. Initially the contract will be fixed term for one year. Hours are somewhat negotiable but are likely to include afternoons and early evenings.

**There may be an opportunity for a suitably experienced candidate to take coordination responsibilities which would be on S5, please ask for details.*

If you are interested in applying, please contact Maria Stanley (hr@ashcombe.surrey.sch.uk) for an application form or obtain it from the school website <http://www.ashcombe.surrey.sch.uk/01-about/13-prospective-staff.shtml>. If you would like to find out more about the post, please do not hesitate to contact Georgina Stone, Facilities Officer on info@ashcombe.surrey.sch.uk

Applicants should submit the school application and recruitment monitoring forms to hr@ashcombe.surrey.sch.uk and may also submit a supporting statement of no more than two sides. A curriculum vitae may be attached if desired, but all relevant information should be included in the application form or in the statement. Your supporting information should refer to the details contained within and should state why you believe you are suitable for this post. You may wish to use the headings provided in the person specification. Please describe any involvement with the education or training of young people.

Candidates selected for interview will be notified by telephone. We do not contact candidates who are not shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (formerly Criminal Records Bureau).

Information about the school

The Ashcombe School is a comprehensive school for pupils of all abilities between the ages of 11 and 18 which converted in 2017 by forming a Multi Academy Trust, South East Surrey Schools Education Trust, as a partnership with 2 other like-minded schools to keep the ethos of the school the same.

There are approximately 60 support staff employed by this large comprehensive school, working in the three main areas of curriculum, administrative and premises support.

THE ASHCOMBE SCHOOL

Site Team Assistant

Job Title: Site Team Assistant

Job Purpose: To ensure that the buildings, grounds and services of The Ashcombe School are maintained in a clean, safe and secure manner, in accordance with the requirements of the Headteacher and the Governing Body which will include achieving best value for money.

Accountable to: Facilities Officer and ultimately the Headteacher via Senior Personnel

Key Tasks	Key Responsibilities
<p>GENERAL</p>	<ul style="list-style-type: none"> • On a weekly basis, attend a site team planning meeting with Facilities Officer and Site Team to plan the week ahead. This will include routine scheduled tasks, adhoc maintenance, contractor visits and setups. Subsequently, on a daily basis, to prioritise appropriately. • Liaising with the Facilities Officer regarding any site team issues and notifying her of any scheduled tasks which have not been completed or which may require intervention. • Regular monitoring of the online helpdesk system in order to prioritise and appropriately schedule and deploy any adhoc maintenance / setup tasks as they arise. Advising the Facilities Officer should a contractor be required.
<p>HEALTH & SAFETY Responsible for monitoring health and safety measures determined by the Governors and Senior Team by:</p>	<p>Check site regularly for any potential Health and Safety issues. Take prompt corrective action where necessary. Report any defects that require further action to Facilities Officer.</p> <ul style="list-style-type: none"> • Maintain equipment in a safe working condition • Provide safe access to buildings and classrooms in the event of adverse weather • Clean up accidental spillages • Be aware of the asbestos audit/register and adhere to this • Portable Appliance Testing in accordance with rolling schedule • Assist in management of water testing schedule • Assist in checking fire safety devices in line with the schedule • Ensure trees on site are regularly checked • Ensure that all signage is in place • Arrange for removal of pests • Ensure safe manual handling practices are adhered to
<p>SECURITY Responsible for the maintenance of security on the site by:</p>	<ul style="list-style-type: none"> • Carry out security arrangements for buildings, contents and grounds. Ensuring premises are locked and unlocked at appropriate times, preventing trespassing and the parking of unauthorised vehicles within the premises. • Monitor and operate fire and burglar alarm systems, have key holder responsibility and be a nominated contact with the school's contracted security firm and other agencies such as the police and fire brigade. • Attendance to lock and unlock the premises when required. Attendance at non-regular lettings and weekends where necessary. Complete time sheets on a regular monthly basis to cover these lettings and agreed overtime. Arrange cover for locking up if unavailable on a particular evening. • Out of hours keyholder responsibilities.

	<ul style="list-style-type: none"> • Monthly check of perimeter fence. • Maintain an inventory of keys for the school.
<p>REPAIRS AND MAINTENANCE Responsible for ensuring that the buildings, fabric and services of the school are maintained in a state of good order and repair by:</p>	<ul style="list-style-type: none"> • Undertake emergency, first line repairs and other repairs/procedures within capability and training. Where requirement falls outside of site team competency, liaise with Facilities Officer re contractor requirements. Examples: <ul style="list-style-type: none"> ○ Plumbing repairs including unblocking sinks, toilets, urinals etc., and replacing tap washers. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks, where accessible. ○ Decorating tasks such as painting ceilings, walls, windows and woodwork, minor repairs to plaster and brickwork. ○ Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors. ○ Repairing or fitting shelving, notice boards and chalk boards. Mending tables, desks, chairs etc. ○ Replacing towel and soap dispensers. ○ Ensuring the tidiness of paths, drives and other hard surfaces within the site grounds. ○ Keeping paths, access points and entrances free of snow and ice to ensure safe passage. ○ Collecting and dispose of refuse (i.e. emptying litter bins, recycling and litter picking all areas of the site as per the established routines). ○ Carrying out regular checks and maintenance of drains and gullies to ensure free flowing and clean. ○ Carrying out routine inspection of ancillary equipment e.g. automatic pumps, maintenance of batteries etc. ○ Recording meter readings for gas, water and electricity. ○ Undertaking emergency cleaning as required. ○ Providing portering and handyperson services as required, undertaking furniture moving as appropriate. ○ Provide adequate stock of cleaning materials and sundry items, allocate and dispatch • Liaise with the Facilities Officer in the preparation of long and short term maintenance programmes and where appropriate decide which repairs require outside contractors. • Direct contractors to the site, explain nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school. • Report immediately to the Facilities Officer all areas of difficulty which cannot be dealt with.
<p>VEHICLES Responsible for maintenance and safe operation of school vehicles by:</p>	<ul style="list-style-type: none"> • Ensuring the minibuses are in a roadworthy condition at all times. • Liaise with Facilities Officer for servicing, repairs and MOT's as appropriate.

	<ul style="list-style-type: none"> • Ability to drive minibus desirable.
OTHER DUTIES	<ul style="list-style-type: none"> • Ensure the staff work area is kept tidy and the environment is safe to use. • Ensure safe construction and use of lighting tower and staging. • Report to Business Manager and Facilities Officer on resourcing needs in respect of enhancement of the premises. • Keep a stock of appropriate tools and materials. • Keep records as appropriate.

This is a description of the main duties and responsibilities of the post at the date of issue. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their Line Manager.

A site team uniform is provided for all site team members. This should be maintained to a good standard and worn at all times.

PERSON SPECIFICATION

In selecting candidates for interview and eventual selection, the Governors will be looking for people with relevant education, skills and experience, and the personal qualities listed below:

Education and Qualifications		
	Essential	Desirable
Basic general education	X	
Recognised training / qualification relating to one or more trade/s.		X

Skills and experience		
	Essential	Desirable
Experience of working in a team	X	
Knowledge of basic site maintenance		X
Understanding of electrical, gas and water systems		X
Awareness of H&S matters preferably with a a school or business		X
Computer literate	X	

Personal Qualities		
	Essential	Desirable
Good communication skills and the ability to establish good working relationships with a range of people.	X	
Proven ability to prioritise and manage workflow.	X	
Capacity to undertake extensive manual handling and work in a sometimes physically demanding role throughout the year.	X	
Punctuality and reliability.	X	
Flexibility and adaptability.	X	
A willingness to learn.	X	
A sense of humour and high degree of patience.	X	