

## Job Description

Post	Assistant Site Support Officer
Pay Scale	Grade 2 SCP 2 - 4

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

 <b>High Standards</b>	<ul style="list-style-type: none"> <li>• To provide outstanding site support to the school</li> <li>• To work under the relevant health and safety regulations (Health and Safety at Work Act 1974)</li> <li>• To be committed and enthusiastic</li> <li>• To ensure effective running of site systems</li> <li>• To report concerns to the Head of Operations</li> <li>• To show discretion with confidential information</li> </ul>
 <b>Daring to Dream</b>	<ul style="list-style-type: none"> <li>• Use your own initiative</li> <li>• Think outside the box</li> <li>• To attend relevant training</li> <li>• Set yourself challenging targets</li> <li>• Find opportunities to learn from others</li> <li>• Find solutions to day to day issues</li> <li>• To develop systems to improve efficacy</li> </ul>
 <b>Traditional Values</b>	<ul style="list-style-type: none"> <li>• Update communication systems regularly</li> <li>• Demonstrate positive attitudes and behaviours</li> <li>• Lead by example by having excellent attendance, complete timesheets and records</li> <li>• Treat others with dignity and respect</li> <li>• To deal with enquiries efficiently and courteously</li> <li>• Ensure safety for others as primary key holder</li> </ul>
 <b>Success</b>	<ul style="list-style-type: none"> <li>• Maintain school supplies in relation to building matters</li> <li>• Complete daily building checks</li> <li>• To be flexible in your approach to work</li> <li>• Effectively safeguard students</li> <li>• Ensure the school is ready for staff and students to use</li> <li>• To work as part of the site team</li> <li>• To ensure others follow site procedures</li> </ul>
 <b>Personalised Support</b>	<ul style="list-style-type: none"> <li>• Provide specific support to others in the site team</li> <li>• Demonstrate positive relationships with others</li> <li>• Support the Head of Operations with additional duties as required</li> <li>• Provide additional support around key parts of the day</li> <li>• To provide additional support to lettings as required</li> </ul>



## Personal Specification

Skills	Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Health and Safety Training</li> <li>• Safeguarding Training</li> <li>• Relevant practical trade qualification</li> </ul>	AF AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in a site role in a school or other similar setting</li> <li>• As a key holder to a building</li> <li>• The ability to handle equipment and products safely</li> <li>• Experience in working quickly under pressure</li> <li>• The ability to work without supervision</li> <li>• Upholding the ethos and values of the school</li> <li>• Understanding of how to complete maintenance in a school</li> <li>• Site security including key management, CCTV monitoring and risk assessment</li> </ul>	AF AF AF AF I I T I
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Follow school policies and procedures</li> <li>• Is systematic and methodical</li> <li>• Is organised and an excellent time keeper</li> <li>• Understanding of the needs of the school in terms of maintenance</li> <li>• Correct disposal of litter, recycling and old equipment</li> <li>• Good Literacy and Numeracy skills</li> <li>• On working with contractors</li> </ul>	I I AF AF  AF AF R
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Strives for perfection and has a good attention for detail</li> <li>• Has excellent communication skills</li> <li>• Understands the importance of collaboration in a small team</li> <li>• Will ensure supplies are maintained</li> <li>• Will ensure equipment is in good working order</li> <li>• To secure including locking/unlocking building and alarming</li> <li>• To act as the primary key holder</li> <li>• To understand what to do in an emergency situation</li> </ul>	T AF, I I, R AF AF I I I
<b>Systems</b> <ul style="list-style-type: none"> <li>• Will log communication with Line Manager as required</li> <li>• Completion of daily building log</li> <li>• Reporting of any Health and Safety or Safeguarding concerns correctly and accurately</li> <li>• To provide cleaning support to the cleaners</li> <li>• To monitor and be responsible for all site related matters</li> <li>• To show a flexible approach to working</li> </ul>	R I I, R  I R I, R

*AF – Application Form, I – Interview, T – Task, R – Reference*

