

Job Description



JOB TITLE – Site Operations Assistant

Grade 4 – SCP 6 to 11

Reporting to: Head of Operations

STATEMENT OF PURPOSE:

To support the Principal and Head of Operations in the management of the day to day site operations and routines of the school and to administer processes such as risk assessments/COSHH/cleaning schedules and service/maintenance timetabling.

MAIN ACTIVITIES:

1. Health and Safety

- Complete statutory checks, daily, weekly, monthly, termly etc.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use.
- Maintain vigilance for Health and Safety concerns in and around the building.
- Maintain COSHH register and ensure relevant staff have read documents.
- Keep abreast of Risk Assessments and if changes are required; ensure staff have read those relevant to them.
- Ensure administration of medication system in place and medication up to date.
- Basic first aid.
- Maintain statutory maintenance servicing timetable and ensure checks completed in timely manner.
- Assist Head of Operations with audit preparations.

2. Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains and clean up spillages, as required.
- Produce and monitor cleaning schedules to ensure all areas cleaned and hygienic.
- Basic maintenance.

3. Resources

- To maintain appropriate records. To report emergencies in the case of faults with gas, electric and water supply to the Head of Operations.
- To attend to, where necessary, personnel visiting the site, such as contractors, representatives of utilities (gas, electric) and monitor any work bring carried out within the post holder's area of responsibility.
- Liaise with contractors and arrange work when required.

4. Stores / Equipment

- To raise requisitions to ensure stock levels of consumable items such as fuel, grit, toiletries, light bulbs / tubes are maintained. Liaise with Site Support Assistant regarding stock.
- Ensuring that adequate supplies cleaning materials are available.
- Ensuring that caretaking and cleaning equipment used is in safe working order.

5. Lettings and School Functions

- To support the school with regard to lettings and site rentals by checking the School Hire system to ensure all documentation uploaded prior to hire.
- Ensuring relevant staff (cleaners, Site Support Assistant) have the appropriate arrangements in place.

6. Line Management and Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date. Attend all relevant health and safety training.
- Supervise, train and develop Site Support Assistant and Cleaners, as appropriate
- Line manage Site Support Assistant and Cleaners, with support of Head of Operations.
- Check and submit additional hours undertaken by Site Support Assistant and Cleaners.

7. Support to the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Cover Reception duties, as and when required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with pupil needs as appropriate during the school day.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

DATE PREPARED: October 2021

Employee Specification



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Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> Experience of working in a related discipline 	AF/I
Qualifications and Training <ul style="list-style-type: none"> Good numeracy and literacy skills 	AF
Knowledge/Skills <ul style="list-style-type: none"> Good understanding and ability to use relevant equipment/technology Ability to work constructively as part of a team Ability to relate well to children and to adults 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focussed Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener Takes responsibility and accountability Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF – Application Form

I – Interview

Children and Lifelong Learning – HR

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

- Motivation to work with children and young people.***
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- Emotional resilience in working with challenging behaviours and***
- Attitudes to use of authority and maintaining discipline.***