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| Trinity Academy St Edward’sJob Description | Chart  Description automatically generated |
| Job Title:  | Site/Premises Assistant  |  |
| Job Scale:  | Scale 2 (Point 3 – 4)  |  |

**BASIC JOB PURPOSE**

* To work as part of the site team to ensure a safe working environment for students, staff and visitors to the Academy.
* To support the Premises to undertake, and carry out specific site and premises tasks.
* To carry out certain technical and administrative duties to ensure smooth and safe running of the site.
* To undertake, and carry out, work to a high and safe standard to ensure the smooth and safe of the site.

**This role will involve manual labour, including moving supplies, equipment and cleaning equipment. Full Health and Safety training will be given.**

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| **Reporting to:**  | Premises Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | Work as part of the site team to take supervision in the form of receiving instructions, training, guiding, leading and assessment to ensure that the site is maintained to high standards. To securely open and close the academy site on a daily basis. |
| **2** | Moving furniture, equipment and other resources to ensure that teaching and learning activities are not interrupted. |
| **3** | Set up, replenish and clear shared areas, including setting up for assemblies, moving rubbish, etc. |
| **4** | Take part in outside site work, including some garden maintenance, sweeping, litter picking and grit spreading in winter months.  |
| **5** | Where directed, completing odd jobs and cleaning tasks to ensure that the site (inside and out) is safe and tidy. |
| **6** | To use all the equipment and machinery safety and efficiently after instruction.  |
| **7** | To report to the Premises any problems that may arise from customer dissatisfaction.  |
| **8** | Assist with other staff in the academy in moving equipment and furniture.  |
| **9** | To be available, if required, for emergency situations and special, or evening functions. |
| **10** | To be assist and support students, as necessary.  |
| Other Specific Duties: |
| * To continue personal professional development as required.
* To uphold and promote the academy’s Christian vision.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, students, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Premises/Site Assistant** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * basic numeracy and literacy skills
* labouring or site maintenance experience
* experience in a site maintenance role (paid or unpaid)
 | * relevant qualifications (Level 2 or equivalent)
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| **Knowledge & Understanding** | * understanding of the nature of work in a manual site maintenance role.
* knowledge of basic caretaking skills
 | * understanding of Safeguarding and Child Protection issues.
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| **Skills & Abilities** | * work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* practical skills, such as basic DIY, or other general maintenance skills.
* able to complete log books, records, such as H&S checks
* able to organise, plan and complete tasks
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * willingness to develop own understanding through advice and training
* think clearly in emergency situations
* a skill or a trade
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| **Personal Qualities** | * enjoyment in working with young people and families
* an excellent record of attendance and punctuality
* prioritise and manage own time effectively
 | * reliability, integrity and stamina
* respect confidentiality
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