



Job Description



Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Site Assistant
Salary Range:	TPAT Point 4 (£17,632 pa / £9.14/hr)
Working Hours:	37 hrs / wk – worked according to rota – with rota hours between 7am and 9pm (Some lettings may be held at weekends and this would be covered within the 37 hours per week and would be on a rota basis.)
Working Weeks:	52 weeks per annum
Base:	Hayle Academy
Responsible to:	Site Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Site Manager, School Business and Operations Manager, School management team, staff, pupils <u>External:</u> Suppliers of goods and services, Cornwall Council Departments, contract maintenance/cleaning staff, parents, visitors to the school; TPAT Premises Team.

Main Purpose of Job:

- To undertake general maintenance of the school building and facilities. To provide practical support in arrangements for meetings/events and to assist in maintaining the security and safety of the school buildings.

Main Duties and Responsibilities:

- To act as joint keyholder for the site, ensuring security at all times including the operation of alarms and be available for call-out on a rota basis. Report and manage any issues with regard to security. Attend emergency call out if required.
- To provide site assistance to any hirers of the School buildings/facilities including securing the building and site at the end of the let.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors / Trust. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure and keep appropriate records.



- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To manage tools and workshop equipment, adhering to Health & Safety requirements. Source materials at best value and at appropriate stock levels.
- Complete and update risk assessments in line with Trust requirements and systems.
- To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) and maintenance as necessary.
- To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc). Ensure appropriate storage of school resources in line with Health & Safety requirements.
- To undertake spring cleaning, including some high level cleaning at the end of school terms and occasional grounds maintenance duties including maintenance of external buildings, fencing etc.
- To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust and maintain statutory records as required.
- To undertake routine maintenance and refurbishment of premises, fixtures and fittings as necessary, completing and maintaining records as required.
- Supervise sign in of contractors in line with the School's policy and ensure safeguarding requirements are met whilst they are on site.
- To drive the school minibus, with staff and children to various off-site location
- Undertake statutory inspections for legionella, including flushing routines.
- Undertake traffic control, parking or driving duties as required.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- Adhere to all school policies including safeguarding, dress code and staff code of conduct. Provide full support for the school's policy of inclusivity and commitment to safeguarding, diversity and equality of opportunity.

General/Other:

- To ensure that students' needs are prioritised and to have a clear sight of how this role impacts on the school's students at all times.
- To act as a team member and provide support and cover for other staff where needs arise inclusive of occasional work at other TPAT sites within a reasonable travel distance.
- To be aware of and adhere to all school policies and procedures.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

- To be responsible for own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required and as identified by the Headteacher.

Person Specification

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	<p>Level 2 NVQ in a recognised trade or GCSE's level qualifications plus suitable trade certificates</p> <p>Basic Health & Safety qualification/</p> <p>Lifting & manual handling training</p> <p>First Aid qualification or willingness to undertake training towards this</p> <p>Clean driving licence</p>	<p>High level cleaning safety training</p> <p>D1 Minibus driving certificate</p>	Application
Skills and Experience	<p>Good standard of practical knowledge, skills and experience of building and grounds maintenance work</p> <p>Good communication skills</p>	Experience of work in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and</p>	<p>Knowledge of Specialist equipment maintenance</p> <p>Knowledge of COSHH</p>	Application/Interview/Assessment

	commitment to equal opportunities		
Behaviours and Values	<p>Enthusiasm for working in a busy school environment.</p> <p>Flexibility to respond to school needs.</p> <p>Places high value on quality of school environment and committed to achieving excellence in own role.</p>		Application/Interview/Assessment

Special Conditions related to the post

- Physical fitness
- Able to work unsocial hours
- Key holder

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	To download an application pack or apply online please visit: http://www.hayleacademy.net Please email your completed application form to: Andrea Daddow, Headteacher's PA andrea.daddow@hayleacademy.net please note that we do not accept CVs.
Contact:	For an informal discussion about the role please contact Mr Quick, Site Manager on 01736 753009
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme



- Family friendly policies
- Childcare vouchers
- Local and national discount schemes and initiatives
- Continued professional development support

To find out further information please visit the Trust's website at: www.tpacademytrust.org

Agreed by: Jan Woodhouse, Executive Headteacher, February 2019

