

HARROW WAY COMMUNITY SCHOOL

SITE ASSISTANTS

Main Purpose of Job

The School Site Assistants will be responsible at all times for: the security of the school; the lighting and heating of the school; cleaning specified areas of the school; portage duties; maintenance and repair duties as appropriate; such other duties as may arise from the use of the premises.

Main Activities and Responsibilities

Subject to mutually agreed, realistic parameters established through discussion with the Site Manager, the School Site Assistants will be expected to undertake the following:

1 Security of the Premises

- (i) **Key holder responsibilities (to be fulfilled with other designated members of staff):**
 - (a) lock and unlock school gates and both internal and external entrance doors as directed by and agreed with the Site Manager as appropriate; (such an agreement must be kept in relation to the School's Contract Cleaners' time);
 - (b) ensure that there is adequate lighting throughout the site as appropriate (particular attention being paid to pathways, entrance doors, steps, stairs and corridors);
 - (c) open rooms before letting times; check heating and lighting in all rooms as appropriate (heating in rooms should be on thirty minutes before use between October and April);
 - (d) assist with furniture removal as required;
 - (e) allow hirers at least fifteen minutes at the end of the lettings for clearing and tidying rooms, and ensure that such rooms are ready for use the following morning;
 - (f) inform the Site Manager as soon as possible if any area needs a 'second' clean;
 - (g) at the end of school/ contract clean, check that all windows and fire doors are closed. Recheck that windows and fire doors are closed after lettings;
 - (h) carry active mobile phone at all times while on duty;
 - (i) attend school when the Police request the presence of a key holder.
- (ii) **Oversight of Buildings and Grounds**
 - (a) welcome and direct users and visitors as appropriate, showing care and consideration;
 - (b) undertake regular patrols of the site (both buildings and grounds) during community use and during school functions outside normal school hours;
 - (c) request unauthorised persons (including dog walkers, golfers and loiterers) to leave the premises as appropriate (and to request the assistance of the Police if necessary);
 - (d) take responsibility for car parking, ensuring that cars are not left in non-parking areas or where access to buildings will be blocked. On the occasions of special events (e.g. 'Open Evenings', school productions) liaise with the Site Manager to establish appropriate strategies and lead the organisation of parking.
- (iii) **Burglar and fire alarms**

- (a) undertake weekly and monthly fire checks and sign section in Fire Log Book;
- (b) set and shut off security alarms as required (including alarming parts of the building not in use during community usage) taking particular care not to set off the alarms accidentally;
- (c) when the Site Manager is not on duty, take responsibility for fire regulations during non-school time.

(iv) Repairs and Maintenance

- (a) organise emergency repairs to secure building when necessary;
- (b) liaise with contractors on the school site.

2 Lighting and Heating of the School

- (a) maintain and operate plant, in accordance with existing practice;
- (b) undertake energy conservation measures, e.g. close windows, switch off lights, check and adjust heating controls;
- (c) change bulbs and fluorescent tubes promptly (within twenty four hours) and order replacements as appropriate.

3 Cleaning of School

- (a) have a shared responsibility with the other Site Assistant for cleaning all those areas of the school outside the Cleaning Contract, namely:

Head Teacher's office	Reception office
Deputy Head Teachers' offices	Library
Admin / Finance / Clerical staffs' offices	Auditorium
Interview rooms	Medical room and office
Year Heads' offices	Science Prep rooms and office
Art & Design office	Examinations / Careers office
Centre office	Sports Hall
ICT Technician's room	Staff room
Design & Technology office	Stage

Such cleaning should be carried out at any convenient time for the operation of the school during the shift period (principally this will happen between 3.30 and 8.00pm.)

- (b) in the event of an emergency or exceptional circumstances, and under the direction of the Head Teacher or the Deputy Head Teachers or the Site Manager undertake the cleaning of any area (**including those normally cleaned by the Cleaners**);
- (c) carry out a **thorough** litter clearance of the school grounds twice daily. This should include hedges, flower beds and grassed areas;
- (d) empty litter bins both inside and outside the school buildings daily as they fill up. Litter bins **must** be emptied on Friday afternoons, whether they are full or not;
- (e) clean the Art & Design, Pottery and Science rooms' traps weekly;

- (f) upon request from the Head Teacher or his representative, clean windows;
- (g) clean/sweep the Auditorium at the end of break and lunchtimes and between functions and assist hirers to leave the Auditorium clean and tidy as appropriate;
- (h) clean outside hard areas;
- (i) clean gutters, gullies, drains and sediment bowls, in accordance with existing Health and Safety guidelines;
- (j) where possible, remove graffiti from walls as it appears

- (k) at weekends, the following should also be cleaned:
 - the area outside the Centre and Sports Hall to be swept as soon as is possible after duty commences in order to remove cigarette ends, cans, etc.;
 - after matches, the mud from football boots to be cleared away from the entrance to the Sports Hall.

4 Porterage Duties

- (a) move goods to designated areas within the school immediately after delivery;
- (b) move school equipment as appropriate (e.g. tables, chairs and stage-blocks);
- (c) ensure that the Auditorium is set out properly for daily assembly by 8.45am.
- (d) assist with the setting up of furniture and equipment for Parents' Evenings, 'Open Evenings' and other special occasions, as directed by the Head Teacher or his representatives.

5 Community Provision

- (a) liaise with the Community Manager about lettings, etc., on duty evenings;
- (b) give priority to community users during 'non-school' time;
- (c) be available as appropriate to offer community users and visitors a warm welcome and take care and consideration in dealing with their enquiries;
- (d) give assistance to hirers holding social functions and meetings, particularly in the Auditorium.

6 Repairs and Maintenance

- (a) check, and **replace as necessary**, toilet rolls and soap in all areas on the school on a daily basis;
- (b) undertake repairs and maintenance tasks within the capabilities of the postholders;
- (c) in mutual agreement with the Head Teacher or his representative, undertake work contributing to the school's refurbishment programme.

7 Health and Safety

- (a) assist with ensuring the safe use of equipment and materials;
- (b) assist with making certain that general Health and Safety standards are adhered to;

- (c) during 'non-school' time and when the Site Manager is not on duty, assist with the dealing of accidents, and report the same to the Site Manager as soon as possible thereafter.

8 *Such other Duties which may arise from the use of the Premises*

- (a) detect and report building defects on the appropriate form to the Site Manager;
- (b) in the event of bad weather or an emergency, take necessary action (where appropriate as directed by the Head Teacher or his representative), e.g. taking responsibility for the clearing of snow or ice from paths, dealing with floods, fires, break-in or other damage caused to school property, etc.;
- (c) assist with the monitoring of the use of the site and offer advice as appropriate;
- (d) order cleaning materials, toilet rolls, Site Assistants' equipment, etc., as required;
- (e) undertake such other duties as may reasonably be allocated by the Head Teacher or his representative within the range of responsibilities of the posts.

9 *Appraisal*

Participate in any arrangements within an agreed framework for the appraisal of their performance.