



Ash Manor School

Aspire and Achieve



JOB PROFILE & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Site Assistant/Painter
Grade:	Surrey Salary Grade
Line managed by:	Facilities Manager
Line management of:	N/A
ROLE PURPOSE	
<ul style="list-style-type: none">❖ To support the provision of a security and caretaking service to the school in order to minimise risk to the health and safety of those using the school site.❖ To assist with refurbishing and decorative upkeep of school buildings, including painting, DIY projects.	
CORE ACCOUNTABILITIES & ABILITY STATEMENTS	
<p>Key Tasks</p> <ul style="list-style-type: none">❖ Contribute to maintaining the site to an excellent state of repair.❖ To assist with refurbishing and decorative upkeep of school buildings, including DIY projects.❖ To minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.❖ Participate in and ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site, and to ensure the activities of the school can take place in an environment suited to learning.❖ General site duties are managed accordingly, e.g. disposal of refuse, washroom consumables replenished, deliveries dispatched, and furniture removed or relocated when necessary, i.e. litter picking and drains and gullies are checked regularly.❖ Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary maintenance supplies. Take responsibility for raising any issues initially with the staff concerned or with the contractor as appropriate to achieve improved performance.❖ Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.❖ Hall, gym and other rooms are set out as required in accordance with the bookings/lettings diary.❖ Be part of the team that arrange the opening and closing of the school for all out-of-hours activities, ensuring the heating is adequate and any equipment that is requested is available.❖ To ensure that cleaning materials and equipment are used as recommended, and that potential hazards such as broken glass are removed or otherwise made safe.❖ To provide portering and handy-person services as required, undertaking delivery of supplies to departments, furniture removal and movement, as appropriate.❖ Reporting any Health & Safety issues or areas of concern directly to the Facilities Manager, as appropriate.❖ To carry out any other duties as required under the remit of the capabilities of your position.	

- ❖ Assist outside contractors when visiting the site.

Service delivery

- ❖ Carry out a range of operational service duties using appropriate tools and equipment.
- ❖ To be flexible and liaise with school staff

Planning & Organising

- ❖ Plan and organise own work to meet given priorities.
- ❖ Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.

Resource

- ❖ Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.
- ❖ Arrange all servicing/repairs of grounds equipment

Analysis, Reporting and Documentation

- ❖ Maintain and submit records following relevant organisational procedures.

Work with others:

- ❖ Answer queries politely providing some explanatory information and refer others.
- ❖ Report any problems or incidents, e.g. breakdowns, deficiencies to supervisor.

Duties for all

- ❖ Values: To uphold the values and behaviours of the organisation.
- ❖ Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- ❖ Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- ❖ To have regard to and comply with safeguarding policy and procedure as appropriate.

Liaison

- ❖ Facilities Manager.
- ❖ Staff.
- ❖ Students.
- ❖ External Companies.

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- ❖ Attend training as required.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Caretaker Level 2: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> • Good standard of written and verbal English 		Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> • Working as part of a team • Experience in building and grounds maintenance eg: decorating, carpentry, plumbing 	<ul style="list-style-type: none"> • Working effectively in an education environment or with young people • Building trade qualification 	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none"> • Anticipate problems, develop creative solutions • Listen to and reflect on feedback from others • High level of verbal and non-verbal communication skills • Good personal presentation • Able to build and maintain positive relationships with individuals • Prioritise, plan and organise self • Ability to perform physical tasks including lifting, carrying and pushing various equipment • Ability to operate and understand electrical and mechanical systems • Ability to use small industrial, electrical and mechanical equipment • Ability to understand and comply with health and safety regulations • Ability to prioritise and manage work flow whilst maintaining a flexible approach to urgent requests 		Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> • An interest in educational issues • A commitment to inclusion • Positive attitude • Genuine concern for the welfare of others • Initiative and self-motivator • Calm disposition • Approachable with a good sense of humour 		Letter References Interview
Personal	<ul style="list-style-type: none"> • Willing to accept the demands and challenges of the post and respond in a flexible manner • Committed to safeguarding and promoting the welfare of students and Ash manor School 		References Interview
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</p>		

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Signed by Headteacher: Date:

Signed by Pay Committee: Date: