



# Smith's Wood Primary Academy

## Job Description

Smith's Wood Primary Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Site Maintenance Assistant	<b>Post No</b>	
<b>Salary Band/Range</b>	Band B		
<b>Responsible to</b>	School Business Manager		
<b>Location</b>	Smith's Wood Primary Academy		
<b>DBS Check</b>	Yes - Enhanced		

### 1. Job Purpose

We require a Site Maintenance Assistant to join our OFSTED rated 'Outstanding' school. The applicant will support the school in maintaining high standards in relation to the maintenance of the school site. We are a friendly and hardworking staff who will welcome a flexible, dedicated person who is able to support the ethos of this committed and caring school.

### 2. Key Responsibilities

#### 2.1 Main Duties

##### General

- Assistance in keeping the site immaculate, including carpentry, painting and assistance with grounds maintenance.
- Repair of damaged and defective equipment/resources
- Knowledge of understanding Health & Safety procedures
- To undertake any relevant work as directed by the senior management team
- To act as second key holder in the event of an emergency.

##### Internal Maintenance

- Report all defects which need attention and repair as necessary.
- To adhere to a schedule of identified repairs
- Assistance with cleaning in the absence of members of the cleaning team.
- Assistance with holiday cleans if required.

##### External Maintenance

- Maintain cleanliness and general tidiness of all external areas
- Inspect outside fabric of school, report/repair defects as appropriate.

	<ul style="list-style-type: none"> <li>Inspect all gates, fences, wall steps, lights etc and report/repair defects as necessary.</li> <li>Assistance with the clearing of leaves, snow, ice, moss etc as appropriate, including treatment of surfaces with salt etc. Separate risk assessment completed.</li> </ul>
<b>2.2</b>	<b>People</b>
	No direct line management
<b>2.3</b>	<b>Safeguarding</b>
	The Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	No Responsibility for the school budget for janitorial materials.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Partly responsible for the security of the school buildings out of school hours.
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Academy Health and Safety policies. Responsible for adhering to all school Risk Assessments relating to the school buildings and grounds.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Equal Opportunities</b>
	The Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.2</b>	<b>Variations to Job Descriptions</b>
	Due to changing demands, duties and responsibilities are likely to vary from time to time and the Academy therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.3</b>	<b>Training and Development</b>
	The Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.4</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The Academy expects all staff to demonstrate the behaviours in the Core Qualities Framework to an acceptable level.

<b>Compiled/Reviewed</b>	S Volante
<b>Date:</b>	June 2021

**Person Specification**

**Smith's Wood Primary Academy**

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<b>Post Title</b>	Site Maintenance Assistant	<b>Post No</b>	
<b>Directorate</b>	Smith's Wood Primary Academy		
<b>Division</b>	Education & Children's Service		
<b>Salary Band/Range</b>	Band B		
<b>Responsible to:</b>			

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	Basic Literacy and Numeracy skills.	An engineering, mechanical or trade background (carpentry, building etc.,)	Application form

<b>Skills &amp; Abilities</b>	<p>Ability to use practical skills to improve the site and buildings</p> <p>Able to motivate others through example and enthusiasm</p> <p>Organised and methodical</p> <p>Self-motivated and demonstrate an ability to work on own initiative motivation</p> <p>Able to anticipate and reduce risk where possible</p> <p>Communicate effectively (orally and in writing)</p> <p>Able to work under pressure and to deadlines</p>	<p>Assess the quality of others work and support and advise where necessary</p>	<p>Application form and interview</p>
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<b>Experience &amp; Knowledge</b>	Knowledge of carpentry, painting, minor plumbing, glazing, and carpet fitting	Has worked in an educational environment	Application form and interview
	Use basic power tools and other equipment for repairs and improvements		
	An understanding of H & S issues		
	Experience or willing to assist in cleaning work if required		

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		
	Communication: shares and listens to information, opinions and ideas.		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Teamwork / adaptability.		

<b>Other Requirements</b>	Willingness to undertake relevant training		Interview
	Understanding of confidentiality in a school setting		
	Willingness to support the ethos of the school		

<b>Compiled/Reviewed by</b>	S Volante
<b>Date</b>	June 2021