#

**Job Description**

**Location** – King’s Academy Meadow Vale

**Job Title –** Site Assistant

**Reporting to:** School Business Manager

This role has no line management or budget responsibility

**Main Job Purpose**

* To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

**Responsibilities/duties/activities**

* Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
* Keep records relating to maintenance and security
* Ensure compliance with the school’s health and safety processes
* Perform duties in line with health and safety regulations and act where hazards are identified and report serious hazards to line manager immediately
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintain the buildings and site
* Maintain and undertake minor repairs to site, furniture and fixtures
* Operate systems such as heating, cooling, lighting and security (including security alarms)
* Receive deliveries to the school site
* Collect and assemble waste for collection
* Act as a designated key holder, providing emergency access to the school site
* Complete cleaning of designated areas of the school building and grounds according to instructions
* Undertake lettings and carry out associated tasks, in line with local agreements
* Act as school contact in relation to premises-related contractors
* Organise testing for asbestos and other health and safety procedures
* Cover for absence or holiday of team members

Safeguarding

* Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
* Ensure all issues relating to pupils are reported immediately to the delegated member of staff
* Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements
* Such other duties as may from time to time be necessary, compatible with the nature of the post

Health, Safety & Security

* Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
* Ensure concerns are reported immediately to the delegated member of staff
* Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

* Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

**Person Specification**

Experience, Skills & Knowledge

* Essential

Ability to undertake minor maintenance and repairs

Knowledge of policies and procedures for health and safety, security and alarm systems

Ability to communicate with school staff and contractors

Good communication skills (written and verbal)

A friendly and supportive attitude towards students, staff, and other members of the school and wider community

Flexible approach to work and committed team-player

Reliability, good time keeping and able to work with initiative

Enthusiasm for education and working in a school community

Able to prioritise own workload and work to competing deadlines.

Committed to equality of opportunity

Participate in training and development opportunities

Physically able to use cleaning equipment and move or lift furniture.

Suitability to work with children

Commitment to safeguarding and confidentiality

* Desirable:

Experience of working in a school/learning environment

***Date reviewed****: September 2025*