



ST HELEN'S CATHOLIC PRIMARY SCHOOL

Job Description – Site Assistant

Job Title:	Site Assistant
Responsible to:	Headteacher
Salary Grade Range:	Scale 3 (Pt 6 - Pt 7) £25,989 - £26,403
Hours of Work	37 hours per week, Monday to Thursday 10:00am-6pm, Friday 10.30am-6pm. Half hour lunch break unpaid each day.
Weeks Worked:	Full Time – 52 weeks per year
Responsible for:	N/A
Function:	To maintain a clean, safe and secure school premises, including building and grounds to support the professional delivery of the curriculum

<p>Duties and responsibilities:</p>	<ul style="list-style-type: none">- Cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs;- Some supervision of school cleaning staff;- Promoting health and safety around the school;- Daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste;- Emergency cleaning duties, such as gritting and cleaning up spillages;- Lock and unlock the premises as required, including out of school hours when necessary- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off- Ensure a safe working and learning environment in accordance with relevant legislation;- Record regular health and safety checks;- Provide safe access to the school in cold weather conditions;- Report any possible/potential problems to line manager and site team where applicable;- These duties are not exhaustive and additional duties may be required to ensure the safe and smooth running of the school.
-------------------------------------	---