



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title: Part-time Site Services Assistant/General Assistant at Lyng Hall School

Grade: G3 £16,123 - £18,070 (Actual £8,715-£9,767)

Hours: Part Time, 20 hours per week. (Includes 3 evenings and Saturday/Sunday working 9.00am to 2.00pm) exact hours to be agreed to meet the needs of the school.

Status: Permanent

Job Purpose:

Responsible to work within the practices and procedures of the Multi-Academy Trust, in the support of community use of the school facilities including preparing for various sporting activities including janitor/handyperson duties and security of the site.

Main Duties and Responsibilities:

1. Security of the buildings and grounds including routine and non-routine opening/closing of the premises and setting alarms as required. This may also include being a key holder for out of hours' contact.
2. Carry out site induction for community users/visitors to site ensuring a welcoming presence in the Reception area whilst community activities are taking place. On occasions this may involve taking small amounts of cash and providing receipts.
3. Inspect all play areas and equipment and removal of any dangerous materials or objects as necessary to ensure the safety of users and to report where further action is needed.
4. Deal appropriately with instructions received regarding lettings and community classes by liaison with appropriate staff, preparing for these activities and cleaning up at the end of the letting or activity.
5. Ensure the whole site is kept free of all litter and rubbish including fallen leaves.
6. Act as a First Aider to provide backup support to community users first aid staff, as and when necessary in an emergency (training will be provided).
7. Take delivery of site stores, materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school as required.
8. Assist & carry out site inspections under the guidance of the Lyng Hall Multi Academy Trust Site Services team.
9. Undertake minor repair and maintenance work, including but not limited to:

Carpentry: Refitting white boards and pin boards, replacing door and window furniture, easing doors, etc.



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- Plumbing: Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets.
- Electrical: Replacing light tubes, bulbs etc.
- General: Touch up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus other minor repairs ie. making safe broken glazing etc.

10. Undertake grounds maintenance duties which are not included in the Academy's grounds maintenance contract specification including setting up portable sports facilities for play, taking equipment from and returning it to school stores as required by school and community activities. Ensure that the carpark, hardstanding, pond and shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and tennis courts are free of debris/litter.

Cleaning Duties

7. Clean school signs, name boards and directional signs.
8. If required, undertake cleaning of areas in order to prepare them for community use.
9. To maintain cleanliness of swimming pool ie. Pool bottoms, sides, scum channels and filters and to remove and fit pool covers as required.
10. Clean windows as necessary in between contractors visits.
11. Carry out procedures in the event of emergencies, & provide assistance with general enquiries relating to the use of the site and to undertake additional cleaning as required ie. Following flood, vomiting, breakage's etc.
12. Keep paths, steps, walkways, etc. free of snow and ice, using available salt and grit as necessary.
13. Undertake all necessary training required by Lyng Hall as part of the Multi Academy Trust.
14. Any other duties and responsibilities within the range of the salary grade.

General

1. The post holder must carry out his or her duties with full regard to the school's Equal Opportunities Policy
2. Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)
3. The post holder should adhere to relevant school policies and procedures
4. The post holder will perform any other duties and responsibilities within the range of the salary grade