

**Merryhills Primary Schools**  
**Non-Resident Site Assistant**  
**Hours: 30 hours per week**  
**Weeks: 52 weeks per year including lettings**

**Job Description**  
Salary: Scale 4 point 18

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**Responsible to Headteacher/School Business Manager**

**Purpose: To assist with the maintenance and development of the school premises and grounds.**

**Duties include:**

**Security of Premises and Site**

- The opening of the school premises at an appropriate time, as required; deactivating intruder alarm systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
- Securing the premises at the end of the day, as required. Checking that all occupants have vacated the site; ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates. Activating the intruder alarm system and ensuring the safe-keeping of the keys to the premises.
- Providing access to the school, as required, for authorised personnel or appropriate emergency services outside the normal hours of opening in the event of an emergency.
- Taking appropriate action regarding trespassers, including informing the Headteacher, Local Education Authority or Police, as appropriate.
- Assisting with inspections to ensure that the school complies with Health and Safety requirements at all times.
- Supervising lettings. To include setting out furniture, cleaning hired rooms, and monitoring both security and the condition of the toilets. Securing the site at the end of the letting.

**Cleaning and care of Premises and Grounds**

- Ensuring that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.
- Carrying out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages.
- Carrying out regular maintenance cleaning of toilet areas, throughout the day. Checking regularly that adequate supplies of soap, toilet rolls, towels etc. are available throughout the School, replenishing these in order that supplies are always available.
- Ensuring that all hard covered areas and paths on the School site are free from litter, weeds and the excessive accumulating of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.

- Moving dustbins for the disposal of refuse, as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- Removing unsightly litter from grassed areas and shrub beds of the School. General gardening duties including planting seeds, pruning, weeding, strimming, tending the flower beds and vegetable patch and mowing and marking out as appropriate.
- Cleaning windows and glazed areas, both internally and externally, in accordance with the LEA's Safety Policy.
- Trimming and pruning of trees and bushes as necessary.
- Clean outdoor play surfaces.
- Sweep car parks and all other paved areas around the school.
- Develop wildlife area and allotment area, including planting, weeding and maintaining these areas.

### **Maintenance, Repairs and Decoration**

The Assistant will help to regularly inspect the School site and premises to identify the need for repairs or improvements. Some of the areas to be inspected are as follows:-

- Roofs for defects, including blocked gutters and down pipes and loose or defective sections of felt or flashings (in accordance with the LEA's Safety Policy).
- Walls and ceilings for damp patches, loose panels, new or severe cracks and loose or defective fittings (in accordance with the LEA's Safety Policy).
- Facings, window and door frames, windows and doors, door closers/springs and windows and door seals for defects.
- Toilet areas for leaks.
- Boundary fences and gates for dangerous conditions.
- Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
- Window fasteners and door locks/hinges/handles for defects.
- Floor coverings for defects
- Manholes and gullies for structural damage and looseness. Drains for any blockages.
- Fire alarms, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).
- Lighting for any defects.
- Taps and drinking fountains for operation and the temperature of the water.

## **Tasks**

- Plumbing repairs including unblocking sinks, toilets, urinals, etc. and replacing tap washers.
- Minor repairs to plaster and brickwork.
- Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
- Repairing or fitting shelving, notice boards, tables, desks, chairs etc.
- Replacing towel and soap dispensers.
- Replacing missing basin plugs. Securing and making safe toilet seats.
- Removing/replacing damaged and hazardous floor tiles and replacing wall tiles.
- Replacing broken coat hooks.
- Attending to curtain and blinds.
- Replacing clock batteries.
- Replacing light bulbs and damaged light diffusers. Cleaning diffusers.
- Turning off water supply in the event of emergencies.
- Cleaning out gutters, down pipes and roof outlets.
- Making safe broken glass and windows while effecting temporary repairs.

## **Porterage and general duties**

- Removing, laying out, stacking and transporting furniture and equipment as and when required.
- Receiving, storing and distributing all stores, materials and other goods.
- Ensuring safe pedestrian access to the sites clearing snow and ice as necessary.
- Ensuring proper access to and exit from the school sites for contractors and directing them to the location of items and areas requiring repair or maintenance.
- Attending appropriate training courses as may be required from time to time.
- Ensuring that all work is undertaken in accordance with general and specified Health and Safety requirements.
- Completing appropriate paperwork in connection with any of the duties listed above.
- Undertaking other appropriate duties the Headteacher's/School Business Manager may assign in order to maintain the effective day to day operation of the premises.

March 2018