

---

## Job Description for Site Assistant

---

<b>Responsible to:</b>	Lead Site Assistant / Trust Estates Manager
<b>Based at:</b>	New College Pontefract
<b>Paid on:</b>	Band C on the NCLT Support Staff Scale (£18,963) depending on experience.

---

### OVERALL PURPOSE OF THE POST

---

- Work with the Lead Site Assistant and Estates Manager to maintain the buildings and grounds of the College to a high standard.
- Assist with the implementation of security arrangements to safeguard physical resources.
- Respond to first aid calls when on duty.

---

### MAIN DUTIES

---

- Assist with the implementation of security arrangements for buildings and grounds (tour of site/common rooms).
- Take responsibility for paper re-cycling.
- Take responsibility for opening and closing college buildings and general security of buildings and grounds when on duty.
- Be available out of hours in case of occasional emergency call out (on a rota basis).
- Carry out minor repairs and maintenance, further to liaison with the Lead Site Assistant and Trust Estates Manager.
- Assist with keeping the site a tidy and litter-free environment, including the following specific areas:
  - Clearing rubbish from the site
  - Cleaning at both pedestrian entrances to remove smoker's debris
  - Cleaning rubbish and smoker's debris from the smoker's area
  - Emptying refuse bins
  - General tidying and site maintenance
  - Supporting cleaning staff as and when required
- Prepare and arrange rooms, moving furniture and equipment, as required and directed by the Lead Site Assistant and Trust Estates Manager.
- Assist with keeping the grounds and gardens tidy and presentable, including the following specific areas:
  - Grass cutting
  - Tree pruning/maintenance
  - Weeding
  - Clearing Spillages
- Assist with the distribution of goods, as required.
- Ensure lamps and shades are cleaned and replaced, as necessary.
- Report repairs required to grounds, buildings, furniture, equipment and fittings, to the Lead Site Assistant and Trust Estates Manager.
- Work within the College's Health and Safety and other policies.
- Further develop skills by taking part in training provided by the trust/college.
- Work with the Lead Site Assistant and Trust Estates Manager to develop improvements to the job sheets system and ensure best practice in health and safety during work activities.

- Undertake other duties as requested.

#### First Aid

- Provide prompt first aid support to students, staff and visitors if injured whilst on college premises and secure additional medical help if necessary.
- Ensure first aid supplies are kept fully stocked and securely and notify the Lead Site Assistant and/or Estates Manager when stock needs replenishing.
- Ensure appropriate paperwork is documentation, paperwork and records are completed for first aid incidents and comply with requirements for certification under the direction of the Estates Manager.
- Undertake other duties as requested.

*There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Site Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of general maintenance work.</li> <li>• Ability and confidence in using a variety of basic DIY tools and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school/college atmosphere.</li> <li>• Experience of providing first aid to young people.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training relevant to the post.</li> <li>• Possession of a suitable first aid qualification or willingness to undertake as part of this role.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training relevant to this post.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer service/care approach to work.</li> <li>• Ability to interact with staff and students.</li> <li>• Awareness of Health and Safety issues.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to work effectively individually or as part of a team.</li> <li>• A common-sense approach to work.</li> <li>• Good organisational skills.</li> <li>• Ability to cope with the physical requirements of the job.</li> <li>• An understanding of how to handle sensitive information of a confidential nature.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Ability to cope with unexpected or difficult situations.</li> <li>• Flexible approach to work, including a willingness to work shift patterns, cover for colleagues and attend for work at alternative locations if required on occasion.</li> <li>• Enthusiasm and commitment to the post.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in working in an educational environment.</li> </ul>