

JOB DESCRIPTION

KICKSTART

POST: Kickstart – Site Assistant

REPORTS TO: Site Manager

Post Summary

- Support with opening and closing of the site and ensure that the academy site is always secure.
- Arrange facilities for academy activities including arranging chairs and tables and clearing away afterwards
- Undertake basic repair and maintenance duties
- Move furniture, change room layouts, as required
- Assist in the transporting of goods inwards and deliver to departments/storage
- Help to maintain the academy grounds to ensure they are fit for purpose and removing litter
- Ensure the premises are clean and that rubbish is collected and taken away
- General litter picking around the site and bin areas.
- Assist the cleaning team with cleaning the academy when necessary.
- Replacement of lighting tubes/lamps
- Escort contractors on site as required.
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
- Perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- Ensure that all allocated equipment, furniture, and materials are stored safely and securely.
- Report serious hazards to the Site Manager immediately

Enhanced Disclosure and Barring Check will be undertaken.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.