

THE ARCHBISHOP LANFRANC ACADEMY – THE COLOMA TRUST

JOB DESCRIPTION

Job Title:	Site Team Assistant
Responsibility Level:	£18,500 - £20,000 per annum
Accountable To:	Principal & Governing Body
Responsible To:	Facilities Manager

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

Responsibilities

OVERALL RESPONSIBILITY

- To assist in making the Academy a clean, healthy and safe environment for all.
- To assist in maintaining and developing the Academy premises and grounds.

DUTIES

Premises Management - Strategic

1. Work as a member of the Site Management Team ensuring that the Academy is open, prepared and staffed for all Academy activities and agreed lettings.
2. Contribute towards developing the Academy grounds to enhance facilities and to ensure efficiency in their upkeep.
3. Contribute towards the arrangements for securing the premises and contents are in place.
4. Monitor the work of contractors and report any concerns to the Facilities Manager.
5. Assist in the fulfillment of furniture arrangements and accommodation requests.

Premises Management - Finance

1. Promptly submit detailed returns of timesheets to the Bursar.
2. To ensure that any works undertaken are requested and agreed via your Line Manager and submitted on an approved Purchase Order.

Premises Management - Maintenance and Repairs

1. Make good or report, as appropriate, items of damage or disrepair around the Academy.
2. Assist with the movement of Academy furniture for Parents Evenings, lets, etc.
3. Assist with the distribution of deliveries around the Academy.
4. Change electrical fluorescent tubes and other lighting where necessary.

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5. Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.

Premises Management - Environment

1. Direct Parents and visitors around the Academy.
2. Clean designated areas of the Academy.

Health, Safety and Security

1. Know and comply with all aspects of Health and Safety relating to the premises and site (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
2. Assist with the precautions necessary to prevent fire or flood damage.
3. Conduct regular patrols of the Academy premises during 'out of hours' periods – ensuring the security of the buildings.
4. Provide key holder cover during 'out of hours' lets/ events and Academy holidays.
5. Provide portage provision for members of staff.
6. Challenge intruders.
7. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
8. Co-operate with the employer on all matters to do with Health, Safety and Welfare.

Pastoral Care

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare and behaviour.

Continuing Professional Development

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.