

## **St Aidan's Church of England High School**

### **Assistant Site Supervisor**

#### **Grade C**

Shift 1 – 6.30am-2.30pm

Shift 2 – 11am-7pm

Shift 3 – Temporarily: 12pm-8pm due to Covid restrictions.

Will revert to: 1pm-9pm or 1.30pm-9.30pm when restrictions are released.

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#### **Job Purpose**

To ensure that a well maintained, safe and litter free environment, which is properly lit and heated is executed on the St Aidan's site in order to facilitate the effective teaching of pupils and its full use by staff and the pupils who use it. To ensure that a high level of security is maintained in school in order to protect the staff, pupils and visitors within the school site.

#### **Main duties and responsibilities**

- Maintain a secure, safe and hygienic site for all School users
- Opening or closing school with regard for site security as directed
- Undertake, as part of a team, room set-ups for Assemblies/Concerts/Exams/lunches etc
- Participate in scheduled monitoring and testing in respect of Legionella, Asbestos, fire alarms, emergency lighting and portable appliances
- Replacement/repair of minor fixtures and fittings around school as required
- To respond to calls from staff members for situations that arise and act accordingly
- To respond immediately to either fire or intruder alarm during working hours
- To undertake Fire Warden duties in the event of a fire alarm activation
- To respond appropriately to severe weather impacts
- General portorage of deliveries around the site
- Floor maintenance
- Routine Visual checks of school premises and outdoor areas and reporting of defects to the Site Supervisor and Facilities Manager
- To undertake routine maintenance tasks during School holidays including decorating, repairs, drain clearing and general improvements as required
- To support Facilities Team with any other general duties as required
- To take reasonable care for the Health and Safety for yourself and others affected by your work

### **Person Specification**

- Time management skills and the ability to prioritise tasks
- Attention to detail and a high regard for Health, Safety and Hygiene
- Excellent customer service and interpersonal skills
- The ability to communicate effectively with all users of school premises
- Fluent spoken English
- Self-motivated and confident
- The ability and willingness to travel to other Trust Schools in the local area

### **Safeguarding**

YCST is committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service and comply with the Safeguarding Policy and Child Protection Practices of YCST.

### **Equalities**

YCST has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post will ensure that YCST meets its statutory obligations in relation to all aspects of equality legislation.