



Cambourne Village College: Site Assistant

Created Jan 2022

JOB DESCRIPTION

Salary: Scale 3, Point 5 (range 5 to 6)

Hours of work: 37 per week, 52 weeks per annum. Shift pattern including evenings and occasional weekends.

The post holder will be based at Cambourne Village College.

Line of Responsibility

The successful candidate is directly responsible to the Campus Manager.

MAIN DUTIES

As a key-holder, the post holder will be responsible for security and for the opening and closing of the premises for both school and community use, including in the evenings and occasional weekends. The post-holder will be expected to interact with other staff, pupils and members of the community, in a polite and helpful manner. The post holder will be part of a small team responsible for maintenance and cleaning, which must be done thoroughly, carefully and with pride.

Responsibilities

SECURITY DUTIES to include:

- Security of premises: key holding and ensuring that the premises are opened and closed at the due times;
- Setting security alarms; Responding to alarms or other emergencies both in normal and outside working hours (as appropriate).

MAIN DUTIES:

- Being aware of Health and Safety issues around the building, taking action as appropriate and reporting any issues to Campus Manager
- Keeping records as required.
- Ensuring daily maintenance of the premises and the site.
- Porterage duties as required.
- Laying out, clearing and stacking furniture.
- Making arrangements and preparing for Adult Education, Community and other groups' use of the premises.
- Cleaning external areas, including clearing litter and securing waste skips.
- Treating pathways and steps during periods of ice and snow.
- Undertaking maintenance and decorating, as required.
- Undertaking First Aid duties.
- Undertaking Health and Safety and other training courses as necessary.
- Reception cover – meeting and greeting visitors.
- Operating access equipment and ensure the safe storage and maintenance of such equipment.
- Undertaking seasonal duties as required.
- Assisting in car-parking duties.



- Any other duties appropriate to the post.

CLEANING DUTIES to include:

- Sweeping and mopping floors
- Vacuuming carpets
- Cleaning toilets, wash basins and changing room showers
- Replenishing stocks as required
- Collecting and taking waste to disposal points
- Emergency cleaning during the school day
- Other cleaning duties as required

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the College's performance management scheme.