



## Job Description

### Skilled Site Assistant (Maintenance)

**Line Manager:** Premises Manager

**Start Date:** 1 September 2020

**Contract Type:** Permanent

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#### Key purpose of the role

Under the direction of the Premises Manager, the post holder will be required to provide an efficient maintenance service to the College buildings and external grounds. Some general caretaking and portering duties will also be required.

#### Role specific responsibilities:

1. Under the direction of the Premises Manager, maintain the building, external grounds and amenities of the College, carrying out all necessary repairs and improvements.
2. Support the Premises Manager to manage, schedule, monitor and operate the utility systems, including the College heating.
3. Support the Premises Manager to design and draw up plans and specifications, including costs for minor alterations to premises and specifications for maintenance work to be carried out by contractors.
4. Liaise with and supervise external partners and contractors in respect of building works at the College.
5. Support the Premises Manager to manage and operate appropriate security systems, including opening and closing the College and responding to call outs.
6. Maintain and monitor Health and Safety and Risk Assessment standards, reporting any failures to comply with the Premises Manager or Director of Finance and Resources.
7. To deputise, in the absence of the Site Assistant (or work alongside when required):
  - Moving furniture, equipment and other resources to ensure that teaching and learning activities are not interrupted
  - Set up, replenish and clear shared areas, including setting up for assemblies and moving rubbish
  - Receive deliveries and distribute to appropriate departments within the College
  - Take part in outside site work, including sweeping, litter picking and grit spreading in winter months
8. To deputise, in the absence of the Cleaning Supervisor, the operational supervision of the cleaning staff, including:
  - Arranging work schedules
  - Monitoring cleaning duties
  - Ordering supplies of cleaning materials
  - Identifying staff training needs
9. Any other duties as reasonably expected of the post holder.

#### General duties and responsibilities

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior post holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role***

### **Special features of the post**

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

### **Equality and Diversity Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett  
Principal**

May 2020

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## Further Particulars

### Salary:

The salary for this post will be within the range 11 - 14 of the pay spine for Support Staff, which is currently £22,045.00 - £24,147.00 per annum.

### Conditions of Appointment:

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

### Hours of Work:

Monday to Thursday, 6.30 am to 2.30 pm and Friday 6.30 am to 2.00 pm (37 hours per week), all year round.

Rotating on a monthly basis with the other Skilled Site Assistant to:

Monday, Wednesday, Thursday, 11.30 am to 7.30 pm, Tuesday, 1.30 pm to 9.30 pm and Friday 12.00 pm to 7.30 pm (37 hours per week), all year round.

The post holder will be required to participate in an out of hours call out rota. The post holder will be required to work flexibly and any additional hours as required to meet the needs of the College (up to a maximum of 48 hours per week.)

There are six Parents Evenings and two Open Evenings per year when all Premises staff are required to work until 10.00pm. Additional hours worked during these events will be taken back as time in lieu.

Authorised overtime worked outside of normal hours, Monday to Saturday, will be paid at basic rate. Overtime worked on a Sunday will be paid at time and a half.

Pay for an out of hours call-out will be a minimum of two hours pay at basic rate.

### Holiday Entitlement:

22 days per annum (increasing to 27 days after 5 years service), plus 10.5 public holidays. The timing of holidays are to be agreed with the Premises Manager.

### Pension:

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

### Annual Review:

You will be required to participate in the College's annual review scheme.

### Sickness, Maternity/Paternity, Disciplinary and Grievance:

The Corporation's policies will apply. Details are available on the College website and from Human Resources.

### Disclosure and Barring Service:

We have a strong commitment to safeguarding; successful candidates will only be appointed subject to satisfactory enhanced DBS clearance.

### College Security:

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

## PERSON SPECIFICATION: Skilled Site Assistant

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
<b>QUALIFICATIONS</b>	<p>NVQ Level 3 qualification in a skilled trade (e.g. Joinery, Plumbing, Electrician etc.) or significant experience in industry.</p> <p>Basic numeracy and literacy skills.</p> <p>Willingness to become a registered First Aider.</p>	<p>First Aid qualification.</p> <p>Health and Safety related qualifications.</p>	<p>Application</p> <p>Certificates</p>
<b>EXPERIENCE/ KNOWLEDGE</b>	<p>Significant experience in a manual skilled labour role.</p> <p>Knowledge of Health and Safety processes and procedures.</p>	<p>Previous experience of working in an educational establishment.</p> <p>Experience of security systems.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>SKILLS / ATTRIBUTES</b>	<p>Proven maintenance skills.</p> <p>Basic IT skills with the ability to use emails.</p> <p>The ability to work as an effective team member and apply given instructions.</p> <p>Able to complete log books and records, such as Health and Safety checks.</p> <p>The ability to organise, plan and complete tasks.</p> <p>High personal standards.</p> <p>The ability to respond flexibly to new challenges.</p> <p>A commitment to working flexibly (both regarding tasks and working hours) to meet the needs of the College.</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		<p>Application</p> <p>Interview</p> <p>References</p>