

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Site Team Assistant

Post Holder

Salary Grade Grade D, Scale Point 6 - £17,560 (actual) gross per annum

Contractual Weeks Full Year

Contracted Hours 25 hours per week - 7.00am start time not negotiable
7.00am to 12.00pm Mon to Friday

Reporting directly to the Site Manager, as directed by the Site Manager the Site Team Assistant is responsible for (but not limited to) the below noted tasks. To ensure at all times that all users of the Academy facilities feel welcome and appreciated through the highest level of customer care whether in person or via telephone, email or letter. To treat all information acquired through your employment, both formally and informally, in strict confidence and to act within the school's policies relating to child protection. Flexible working between Iford and Southbourne sites is required.

MAIN DUTIES

Site Security - Opening and/or Closing

- Responsible for opening up the site predominantly Southbourne (this may also be required at times, upon request, for Iford), this includes setting/deactivating of alarms, monitoring of CCTV systems, key holding.
- Preparing the site for opening to the students and staff ensuring all daily Health and Safety issues are addressed before opening.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in a clean and tidy condition. Ensuring there isn't any unauthorised parking.

Health and Safety

- Take delivery of, if required store, cleaning materials and other goods in line with regulations.
- Ensure that all areas and equipment used by the community are kept to the highest standard of cleanliness at all times and that all Health & Safety criteria is met.
- Undertake annual training as directed commensurate with the job role.

Site Maintenance

- Complete general maintenance jobs as requested by the Site Manager and identified through consultation with the Site Manager.
- Clean and unblock toilets during session times, as/when required.
- Perform other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
- Assist Site Team with programmed maintenance Projects.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.

School Minibuse - driver – as requested

General

- Deal with enquiries from members of staff, contractors and members of the public.
- To manage efficiently and effectively any customer queries or complaints, referring any that cannot be resolved quickly and appropriately to the Site Manager in line with Academy policies and procedures.
- Monitor site security using the equipment provided.
- Provide assistance with parking supervision when required.
- Encourage and demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction) in exercising the responsibilities.
- Be involved in extracurricular activities, e.g. school fetes etc.
- Perform other duties as reasonably corresponding to the general character of the post.
- Complete general H&S and regulatory checks as requested by the Site/Assistant Site Manager.

- Flexibility will be required regarding start and finish times, as some team cover may be required at either Site.
- Carry out Painting and Decorating projects at Southbourne and Iford as directed by the Site Manager

Hire of the School Facilities – Lettings

- Support the schools curriculum and lettings programme by being available one weekend in four (team rota) to open/close the site for school activities and/or lettings.
- Assist with duties, as directed, associated with the lettings.
- To ensure that all pre-booked equipment is readily available as required by hirers and that it remains in a satisfactory state of repair at the end of the session.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone’s responsibility at St Peter’s School regardless of position or role.

Signed	Post Holder	Date
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Signed	Headteacher	Date
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Agreed: May 2026