

**BALCARRAS SCHOOL
JOB DESCRIPTION**

JOB TITLE:	Site Management Assistant
RESPONSIBLE TO:	Site Manager
GRADE:	NJC – Point 3 to 4
JOB PURPOSE:	To have an excellent work ethic and be physically able to carry out a range of demanding manual tasks. Previous experience of working in the areas of roofs, drains, gutters, electrics and other related sectors would be an advantage.

Main Duties and Responsibilities

1. Assist with manual tasks, as required, including the moving and setting up of furniture for school functions
2. Take delivery of school supplies and distribute as necessary
3. Carry out daily litter collection duties and emergency cleaning duties arising during the working day
4. Ensuring that Health and Safety regulations are adhered to at all times
5. Carry out locking up duties of the premises
6. Organise the setting-up of school events and communicate clearly organisation procedures
7. Carry out security checks as required. Set night security systems
8. Respond to emergencies affecting the school premises outside of normal hours
9. Undertake repairs and improvements where necessary

PRINCIPAL CONTACTS

The job will involve liaising and communicating effectively with all levels of teaching staff and support staff in the school, parents, governors, contractors and external bodies.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.