

JOB DESCRIPTION

EVENING SITE ASSISTANT

Salary:	OA 2
Hours of work:	21 hours per week 16:15 – 21.30
Contract:	Term time only (Monday to Thursday)

OVERVIEW

Deliver friendly, efficient welcome to all visitors and hirers to the school. Checking and booking in visitors and hirers of the school's facilities to ensure the site is secure after school hours. The post will be predominantly based in our reception from 16:15 to 20:15 and the rest of the hours will be ensuring all facilities are tidy and secure at the end of the evening, and assisting the evening caretaker with securing the school site.

MAIN RESPONSIBILITIES

- Meet and greet visitors to school reception, including evening functions;
- Ensure all visitors to school sign in via the school's electronic system;
- Take in deliveries and arrange to be taken to the delivery bay;
- Liaise with contractors (electrician etc.) passing messages onto site manager;
- Ensure lettings agree to the log, reporting any discrepancies to finance office;
- Print out visitor lists in the event of a fire alarm and liaise with the emergency services if necessary;
- Assist with any issues that may arise from visitors and hirers to the school:
- Ensure the facilities that have been hired (Astro-turf/ sports hall/ Gym/ Drama studio/ Hall etc.) are tidy, all equipment put away and cupboards locked.
- Assist the evening caretaker of securing the school site at the end of the evening.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

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 construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
Staff Member

Dated:

February 2020