

**PARRS WOOD HIGH SCHOOL**  
**A member of Greater Manchester Education Trust**  
**Job Description**  
**Weekend Site Assistant**  
**Grade 4**

The post holder will report to the Site Manager.

Apart from other colleagues in the school, the main contacts of the job are: Site Manager, Sports Centre Manager, School Business Manager and Headteacher.

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**Main Purpose of the Job:**

The school building and grounds are used by the school and the local community 7 days a week and under the guidance of School Site Manager, the post holder, will be responsible for the maintenance, security and facilities management of the school site.

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**Main Duties and Responsibilities:**

1. To be a responsible key holder and ensure the security of the premises, grounds, and contents including monitoring CCTV or surveillance equipment where appropriate and when required attend the school out of hours to deal with incidents such as burglar or fire alarm activations.
2. When required carry out portering duties around school.
3. To assist the Site Manager in managing the school cleaning contract and to ensure cleaning is carried out in accordance with cleaning specification.
4. When required, under the direction of the Site Manager carry out cleaning duties around the school.
5. To carry out repairs and maintenance duties around the school and to be responsible for the operation of preventative, planned maintenance programmes within school.
6. To be responsible, in conjunction with the Site Manager, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
7. To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.
8. To assist the Site Manager in the management, administration and operation of school lettings.
9. When required to liaise with contractors and other agencies/professionals and monitor/record performance against specified standards.
10. To advise the Site Manager on matters relating to energy control and conservation.
11. To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.

12. To ensure that all areas of the school site are clean and litter free and to ensure where possible all waste is disposed of in an eco-friendly way.
13. To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, are adhered to and report all concerns to an appropriate person.
14. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
15. To undertake personal development to improve own practice and contribute to training of colleagues as needed.
16. Willingness to undertake first aid training as appropriate.
17. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
18. To undertake any other duties that are commensurate with the grade as requested by the Headteacher.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS and other pre-employment checks.

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**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Person Specification**  
**Weekend Site Assistant**

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**For this job we are looking for:**

Caretaking/site-keeping experience in a school or similar environment

Experience of monitoring a budget and managing stocks/resources within an agreed budget  
Good numeracy and literacy skills with an ability to keep accurate records

Willingness to develop knowledge of use of ICT and other specialist equipment/resources

Ability to carry out basic repairs and maintenance

An ability to undertake all the physical aspects of the job

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults within the School environment

Knowledge of Health & Safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Excellent organisational skills to be able to plan and deliver programmes of maintenance

Ability to work without supervision and prioritise own workload.

Willingness to abide by the Trust's various policies.

**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

*This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.*