



Aylsham High School

Part of Aylsham Learning Federation

Job Description and Person Specification

Job title	Assistant Site Coordinator (evening)
Location	Aylsham High School (or other Federation premises)
GR Number	GR0321
Grade	Scale B
Responsible to	Assistant Premises Manager/Premises Manager/Director of Business and Community Strategy

Role and Context

Job Purpose

Under the scope and direction of the Premises Manager and in accordance with the practices and procedures of the Federation, to ensure that the Federation premises and its contents are properly maintained, secured and ready for use.

To undertake daily cleaning routines as designated by the Premises Manager or Assistant Premises Manager.

Context

Job Family: Site Management and Maintenance

Other Job Information (e.g. any special factors or constraints)

Working Hours: 15 hours per week, term time plus four weeks

General working pattern: Mondays, Tuesdays and Thursdays 3.30pm to 9.00pm

Principal Accountabilities

Accountability

1. To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.
2. When required to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.
3. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
4. To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
5. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
6. To undertake portering and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
7. To ensure that heating and lighting systems and other equipment are working properly. To regulate the heating/ventilation as necessary.
8. To clear up any accidental mess, whether human or otherwise.



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9. To maintain and operate plant and equipment including, where applicable, maintenance of swimming pools.
10. To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
11. To provide cover for the duties associated with a reasonable number of weekend lettings.
12. To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.
13. To be amenable to school staff and assist in the smooth running of the school.
14. To be polite and courteous to visitors and site users, having regard to the school's reputation and relationship with the community.
15. To undertake appropriate holiday duties for other staff members of the premises staff if required.
16. To perform such other duties of a like nature as may from time to time be required by the Headteacher.
17. To set up furniture and equipment for school events and external lettings.
18. To work across the Federation schools if required.

Person specification	
Qualifications	
Essential	Desirable
	Good general level of education.
Experience	
Essential	Desirable
	Working in a school or similar environment.
Skills/knowledge	
Essential	Desirable
Understanding of Health and Safety at Work legislation. Good communication skills. Able to organise own workload in the context of varied tasks. Ability to work calmly.	



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General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self – help- we help people to help themselves

Self – responsibility- we take responsibility for, and answer to our actions

Democracy- we give our members a say in the way we run our organisation

Equality- we are genuinely inclusive and pursue success for everyone

Equity- we carry out our work in a way that is fair and unbiased

Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness- nobody's perfect, and we won't hide it when we're not

Honesty- we are honest about what we do and the way we do it

Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it

Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups