

Aylsham High School



Job Description and Person Specification

Job title	Senior Site Coordinator (weekend)
Location	Aylsham High School (or other Federation premises)
GR Number	GR4949
Grade	Scale D
Responsible to	Director of Business and Community Strategy/Premises Manager

Role and Context

Job Purpose

Under the scope and direction of the Premises Manager and in accordance with the practices and procedures of the school and federation to ensure that the school premises and its contents are properly maintained, secured and ready for use. This role specifically looks at ensuring the painting and decorating of the school is of a high standard and general maintenance tasks are undertaken reflecting the quality of the school facilities.

To coordinate and ensure that weekend lettings run smoothly and are correctly set-up.

The job purpose may extend to other federation/partnership premises as and when required.

To help keep the school clean and tidy.

Context

Job Family: Site Management, Maintenance and Grounds.

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

8 hours on a Saturday, to be worked over 38 weeks of the year.

Generally but not limited to (with reasonable notice) working 8.00am to 4.30pm.

Principal Accountabilities

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.

To work independently to undertake a programme of painting and decorating across the site under the direction of the premises manager and to include other Federation schools.

To undertake small maintenance and ground works under the direction of the premise manager.

When required, but not regularly, to clean designated areas and ensure that they are kept in a clean and hygienic condition with the right resources.

To set up for furniture and equipment for school events and external lettings.

To occasionally be available to answer emergencies outside of regular working hours and pre-planned lettings.

To be available, on occasions, to work additional hours mutually agreed when workload or staff absence is high across the premises team. This may include weekdays as well as weekends.

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.

Aylsham High School



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.

To carry out regular health and safety checks as and when required.

To ensure that heating and lighting systems and other equipment are working properly.

To perform such other duties of a like nature as may from time to time be required by the Executive Headteacher or Premises management team.

To undertake relevant training as and when required.

To carry out the above duties within the other federation premises as necessary.

Person specification

Qualifications

Essential	Desirable
General maintenance skills	Qualified painter and decorator Good general level of education Basic ICT Skills Full Driving Licence

Experience

Essential	Desirable
	Working in a school or similar environment Working as a painter and decorator

Skills/knowledge

Essential	Desirable
Understanding of Health and Safety at Work legislation (or willing to undergo training) Good communication skills Able to organise own workload in the context of varied tasks and work independently Ability to work calmly	

The information in this job description is accurate and reflects the requirement of the role:

Senior Leadership: Joanna Tuttle

Position: Director of Business and Community Strategy

Date: March 24



Aylsham High School

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.

Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.

Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation 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.

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