



Our Lady of Lourdes Catholic Primary School and Nursery

Job Description – Site Assistant

Job Title:	Site Assistant
Line Manager:	Trust Estates Manager
Salary Grade Range:	NJC Point 5 – 6 (£23,500 to £23,893)
Hours of Work:	37 Hours per week – 10.00am to 6.00pm Monday to Thursday and 10.30am to 6.00pm on Friday (with a 30-minute unpaid lunch break each day)
Weeks Worked:	Full Time – 52 weeks per year.

Main purpose

- Maintaining a clean, safe, and secure school premises, including buildings and grounds
- Carrying out cleaning, portorage, and minor repairs (within the capability of postholder)
- Promoting health and safety around the school

Duties

- Ensuring the site is safe for staff, pupils and visitors by carrying out remedial action as necessary and immediately e.g. gritting, cordoning off loose paving and advising the trust estates team of any issues.
- Responding to requests from staff in dealing with maintenance issues in a timely manner.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder.
- Carrying out compliance checks under the instruction and support of the Estates Team.
- Carrying out portorage duties such as moving furniture and equipment around the site.
- Ensuring all areas are free from litter and all drains and gullies are free flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Carrying out school-based procedures in the event of a fire, flood, accident or major damage.
- Working with the Estates Team across the Assisi Catholic Trust during school closure times.



*'Start doing what's necessary
then do what's possible
and suddenly you are doing the impossible'*

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