



King's Academy Binfield & King's Academy Oakwood

Job Description

POSITION: Site Assistant / Handyman

RESPONSIBLE TO: Site Manager

PURPOSE OF THE JOB

You will be responsible for assisting the Site Manager with the maintenance, security and facilities management of both sites. This position would be ideally suited to someone with previous experience or a similar role with ideally a good working knowledge of plumbing or carpentry or general handyman skills.

JOB RESPONSIBILITIES & DUTIES

Service, maintenance and repairs

- Carry out any reactive and planned maintenance work as agreed with the site manager, including emergency repairs.
- Undertake some internal redecoration to an agreed programme, including during the school holidays.
- Ensure the effective reporting of any defects covering the furniture, fittings and equipment to the site manager.

Health & safety

- To ensure all duties are undertaken in accordance with health and safety legislation using protective clothing and equipment as required.
- Complete health and safety checklist regularly and carry out audits with the Site Manager and academy's Business Manager.
- Assist grounds team with snow clearance and gritting duties as required.
- To be responsible for the statutory legionella testing of the schools.
- To undertake Fire warden duties.

Security

- To ensure that the building and site are kept in a secure situation, which includes locking /unlocking of the school gates and external and internal doors and closing windows as required, notifying appropriate staff of any issues.
- To be one of the sites key holder and responsible for the opening & closing of the sites, including emergency and out of hours call-outs as agreed with the Site Manager or Executive Principal.
- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Cleaning

- To undertake such cleaning tasks as required.
- Assist housekeepers with clean ups and disposal of bodily fluids e.g. vomit.
- Plumbing duties unblocking toilets as required.

Porterage

- To assist ensuring an efficient porterage service, to include the receipt, transporting and storage of goods that have been delivered to the site and the movement of furniture and equipment.
- Prepare areas for school-related functions and activities, moving and setting up furniture and equipment as required.
- Ensuring milk and fruit delivery are taken to primary reception.

OTHER DUTIES:

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

To undertake broadly similar duties commensurate with the level of the post.

To adhere to all the agreed academy policies.

To actively participate in appropriate training.

This job description may be amended at any time following discussion between the post holder and the Executive Principal without changing the general character of the duties or the level of responsibility entailed. The above list is indicative and not exhaustive.

