



Site Assistant

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Site Assistant To start as soon as possible

Permanent Full time, 37 hours a week. A start and finish time is negotiable and includes a half hour unpaid break. Monday to Friday, all year round, 28 days paid annual leave plus Bank Holidays

Actual salary £19,905 - £20,304 pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for a Site Assistant to join our well-established site team who work together to ensure that our school buildings and school estate are maintained to a high standard and remain secure at all times. This is a varied role where you will work with the team to ensure that the school estate is kept safe, tidy and to a good level of aesthetic standard, by keeping exterior roads, paths, steps and walkways clear and safe in all weather conditions. Grounds maintenance duties such as disposal of rubbish, and clearing gutters is also important.

As well as the above you will support with external lettings and other events. This will include liaising with staff and hirers to meet their needs, setting up rooms and halls for a variety of events and moving furniture. Cleaning and minor maintenance work such as installations, renovations, and redecoration as also a fundamental part of this role. We offer training and lots of opportunities to acquire new skills that will help you to develop in this role.

We are interested in applicants who may have some experience in working in a maintenance role or who are able to undertake minor maintenance activities such as gardening, repairs and painting. You must also be physically fit, and able to move furniture and lift and use step ladders. Good organisational and time management skills are a must as well as the ability to meet deadlines and work in a flexible manner. If you are a team player who would relish the opportunity to work in a community/environment where no two days are the same, then we would love to hear from you. Start and finish time is negotiable

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Ongoing

Suitable applications will be contacted for interview as soon as is practicable



Site Assistant

Job Description: Site Assistant

Line Manager:	Estate Manager
Reporting to:	Estate Manager/Site Manager
Main Purpose of Role:	To assist the Estate Manager in ensuring that the school buildings and School Estate are maintained to a high standard and are secure. Ensure that the physical school environment is maintained to a standard that allows the school to function on a daily basis.

Main Responsibilities:

1. As part of the Site team, ensure that the School buildings and Estate are open or secure as required, particularly out of School hours, and to take remedial action where required. On occasions, this will include being on call during out of hours periods.
2. Ensure the School Estate is kept safe, tidy and to a good level of aesthetic standard, by keeping exterior roads, paths, steps and walkways clear and safe in all weather conditions, including salting the roads and pathways as required in severe weather conditions, litter picking and disposal of rubbish and redundant equipment, clearing gutters and carrying out grounds maintenance duties.
3. To provide support services to assist in the day to day operation of the School, external lettings and other events. Typically duties would include, liaising with staff and hirers to meet their needs, setting up rooms and halls for a variety of events, moving furniture and traffic management duties.
4. Undertake, minor maintenance such as installations, renovations, redecoration and reactive maintenance, including keeping fixtures, fittings and furniture in a good state of repair. This will include internal and external areas.
5. Undertake cleaning activities as required to the specified standard.
6. Work with commercial cleaning/maintenance materials, which require appropriate handling and application. Use equipment such as floor polishers, drills, electric saws etc.
7. Ensure that all allocated equipment and materials are used in the correct manner and stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
8. Undertake physical activities, such as moving furniture and other equipment some of which may be heavy.
9. Undertake the delivery of mail and parcels across the School Estate.
10. At all times to perform duties in line with the Schools policies and procedures, ensure all staff are fully compliant with Health and Safety and to take remedial action where hazards are identified. Where hazards or concerns are serious report to line manager immediately.
11. Liaise with contractors whilst on site to ensure their safety and that of staff and students is maintained, and that disruption to the daily routine of the School is minimised.
12. To act as a Fire Warden, following training, participating in emergency drills, ensuring that the correct procedure is followed and if required liaise with the emergency services. Report all hazards or concerns to line manager immediately.
13. Agree with the Estate Manager/Site Manager daily and weekly maintenance priorities and ensure work is completed to the required standard and within appropriate time scales.
14. Undertake a proactive approach to ensure all plant and equipment is fully operational and fit for purpose.
15. As directed, undertake weekly and monthly safety checks and complete documentation with any deficiencies being reported to the Site Manager immediately.
16. If trained, driving school minibus for consortium and other school purposes. Ensure that pre-journey safety checks are completed and that vehicles are fully fuelled, clean and empty of rubbish.

Other Responsibilities:

1. Engage in the wider School community.
2. Be flexible to meet the needs of the School, as required offering shift changes to cover absence.
3. To actively participate in any training or team/staff meetings, as required by the management.
4. Carry out any other duties which may reasonably be required as requested by the management.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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