



Site Assistant – Grade 4 (25 hours per week, full year)

Core Purpose:

- To ensure a safe, secure and well-maintained environment for staff and students, working across all Altus School centres (Gloucester, Cheltenham and Stroud)

Key responsibilities include:

- Premises maintenance:
 - General DIY - first line maintenance of fixtures and fittings, eg repairs of internal doors and classroom furniture, boarding broken windows, fitting display boards, minor tiling and plastering work
 - Plumbing – eg un-blocking sinks, traps and waste pipes, replacing tap washers
 - Minor Electrical – eg replacing lamps and lightbulbs
 - Painting and decorating – ad hoc and planned programmes, as required
- Grounds maintenance:
 - Keeping gullies, gutters, drains, etc free from debris and maintaining appearance of school grounds (leaves and litter removal)
 - Ensuring clear and safe pedestrian access to the school sites, particularly in adverse weather conditions (eg clearing snow, gritting)
- To be proactive in identifying, rectifying and reporting buildings and grounds defects.
- To ensure that all School minibuses and cars are driven to and from MOTs / services when appropriate.
- To comply with the requirements of Health and Safety, other relevant legislation and Altus School policies when carrying out duties.
- To carry out any other reasonable duties within the overall function of the job.
- Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.

The post-holder will be expected to observe safe working practices in carrying out the required duties, and will need to be flexible in their approach to working hours in order to be reactive when emergencies require an immediate response. Other than emergency responses, the post-holder may work the required hours flexibly, although this will generally be expected to be outside of core school hours (08:00 – 14:00), for the purpose of student safety.

The role is active and to be worked equally across all centres in the Altus estate.

Full driving licence required.

Please note that this is a full year post, not term-time only.

Person Specification

The ideal candidate will have:

Experience

- Experience in DIY, general building maintenance and repairs

Knowledge, skills and understanding

- Ability to use and maintain hand tools and small machinery
- Problem-solving skills and able to 'think outside the box' to provide solutions
- Confident to drive different vehicles

Behavioural attributes

- Flexibility
- Thorough and good attention to detail
- Initiative
- Able to work effectively alone, but take direction from line manager
- Adaptable approach
- Self motivated and enthusiastic
- Positive attitude towards children
- Comfortable with lone working

Education and Qualifications

Desirable

- Ladders / Working at Heights (training will be provided if required)