

JOB DESCRIPTION

SITE SUPPORT ASSISTANT

Reports to	Facilities Manager
Responsible for	N/A
Hours	40 Hour per week, Monday to Friday, 7.30am to 4.30pm. One weekend work day once a month with time off in lieu during the week.
Annual leave	25 days plus bank holidays

Job overview

The Site Assistant is responsible for maintaining high standards of work to create a clean, welcoming, safe and secure environment for pupils, clients, staff and visitors to all areas of the Trust and provides routine and emergency site maintenance at all sites. Jigsaw Trust currently operates across 4 services at Dunsfold Park (Jigsaw School, Cafe on the Park, JigsawPlus and Head Office functions) and a property in Guildford.

Main duties and responsibilities

- To be responsible for locking and unlocking the premises and ensuring all building checks are carried out prior to learners arriving on site, putting safety measures into place where needed and communicating accordingly
- Complete one-off cleaning tasks and regular including hoovering, sweeping, mopping floor areas, dusting and wet wiping surfaces and assist with cleaning up after toileting accidents and other incidents involving bodily fluids
- Proactively undertake regular site audits to ensure standards of the facilities are maintained and action any basic maintenance requirements e.g. general repairs, installing fixtures and fittings
- Monitor, log and respond to job requests, including liaising proactively and reactively with other staff. Track progress of and amend requests where necessary, ensuring completion of works within customer requirements and/or internal Service Level Standards.
- Assist with daily taxis and parent transport movements and site vehicle access and movement, reporting any issues to line manager
- Undertake or assist in routine trust vehicle maintenance checks and cleanliness and reporting of deficiencies
- Provide reactive support to learner rooms requiring immediate cleaning and maintenance support.
- Supervision of deliveries and contractors when on site
- Carry out the movement of deliveries, furniture and equipment within the site, e.g. setting up of rooms
- Carry out statutory testing requirements for example, Fire, Water Systems etc. and assist colleagues with reasonable requests and requirements and keeping accurate records, reports and checklists
- Provide relief driving cover of minibuses when required
- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis. Undertake designated gardening duties; watering, weeding, shrubs, lawns, beds and borders
- Undertake any necessary action as directed in the event of bad weather or emergency, e.g. clearing snow or ice from paths, dealing with floods, etc
- Understand and implement practices to support Health & Safety policies and Emergency and Fire Procedures
- Promote safe working practice and ensure the security of the workplace is maintained at all times
- Undertake any other reasonable duties requested in relation to the role
- Adhere to all Company policies and procedures within the defined timescales

PERSON SPECIFICATION

Knowledge, skills and experience

- Proven all-round DIY specialist skill set
- Good computer skills
- Full driving licence with the ability to drive manual gearbox vehicles is required
- Qualified general builder is an advantage
- Experience in a similar setting is an advantage
- Proven ability to flex working hours on occasion

Personal qualities

Achieving results

- Promptly and efficiently completes work assignments
- Displays a positive attitude in the face of ambiguity and change
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team

Building relationship

- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Maintains continuous, open and consistent communication with others
- Demonstrates understanding of the general environment in which the Organisation operates
- Knows and respects the Organisation's Code of Conduct and values

Planning for the future

- Explains the role and goals of the Organisation and how they relate to own area of work
- Fosters two-way trust in dealing with contacts (e.g. maintains appropriate confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment

Caring Person-Centred Continuous Learning Integrity Teamwork