

| JOB DESCRIPTION | |
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| Job Title | Kickstart Scheme - Site Assistant |
| Salary | National Minimum Wage |
| Hours | 25 hours per week - Fixed term contract 6 months |
| Responsible to | Facilities Manager |
| Location | Jane Austen College, Cobholm Primary, Stradbroke Primary, Wayland High School, Hewett, East Point Academy, Hethersett, Sir Isaac Newton, Great Yarmouth Charter, Thetford |

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

To help keep the Academy premises in the best possible condition, including helping to keep the site clean, tidy and safe.

ORGANISATIONAL RELATIONSHIPS

To report any health and safety issues to the caretaker.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To clear litter and other debris from areas within the site boundaries.
- To support with routine maintenance tasks.
- To support with set-up for school events.
- To supervise or support contractors with maintenance tasks.
- To make sure the site is kept in a clean, tidy, well maintained & safe condition.
- To support the completion of all service tasks in accordance with the specification.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Experience | | |
| Experience of maintaining sites and keeping them clean and tidy. | | ✓ |
| Professional Skills and Attributes | | |
| Good practical skills | | ✓ |
| Ability to work outside in all weather conditions | | ✓ |
| The ability to work independently using your own initiative. | | ✓ |