

Cambourne Village College: Evenings and Weekend Site Assistant

JOB DESCRIPTION

Created June 2019

Salary: Grade 3

Hours: Full time, part time and Casual hours. Shift pattern focused on evenings and weekends.

Contract: Permanent and Casual positions

The post holder will be based at Cambourne Village College.

Line of Responsibility

The post holder is directly responsible to the Campus Manager.

MAIN DUTIES

As a key-holder, the post holder will be responsible for the security and opening and closing of the premises for both school and community use. The post holder will be expected to interact with other staff, pupils and members of the community, in a polite and helpful manner. The post holder will be part of a small team responsible for the setting up of events and activities and the clearing away afterwards for the full range of events which take place as part of the busy lettings programme.

Responsibilities

- SECURITY DUTIES to include (full training will be given for these duties):
 - Security of premises: key holding and ensuring that the premises are opened and closed at the due times;
 - Setting security alarms; Responding to alarms or other emergencies both in normal and outside working hours as appropriate.

- OTHER DUTIES:
 - Awareness of Health and Safety issues around the building; the post holder will be expected to take action as appropriate and report any issues to the Campus Manager
 - Record keeping as required.
 - Daily maintenance of the premises and the site as directed by the Campus Manager.
 - Undertake Porterage duties as required.
 - Laying out, clearing and stacking furniture.
 - Arrange and preparing premises for Adult Education, Community and other groups' use.
 - Cleaning external areas, including clearing litter and securing waste skips.
 - Undertake minor maintenance and decorating, as required.
 - Undertake Health and Safety and other training courses as necessary.
 - Reception duties as required – meeting / welcoming visitors and directing them to locations within the building
 - Operating access equipment and ensure the safe storage and maintenance of such equipment.
 - Undertake seasonal duties as required, such as treating pathways and steps during periods of snow and ice.

- Assist in car-parking duties as required.

- CLEANING DUTIES to include:
 - Sweeping and mopping floors
 - Vacuuming carpets
 - Cleaning toilets, wash basins and changing room showers
 - Replenishing stocks as required
 - Collecting and taking waste to disposal points
 - Emergency cleaning during the school day
 - Other cleaning duties as required

General

Undertake any other duties of an appropriate level and nature of the post as directed by the Campus Manager, Lettings Manager or the Principal of the academy.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the college's performance management scheme.