

Part Time Site Assistant Job Description

Job title:	Part Time Site Assistant
Reports to (job title):	Business Manager
Level and scale point:	Salary: NJC Scale 5 -7 (£29,436-£30,288 pro-rata)
Contract:	Permanent – 1.00p.m. – 5.00p.m.
Purpose of the Job:	Support the Site Manager with general maintenance and handywork.

Main duties/responsibilities

General Duties
To maintain the school in a good state of repair and appearance.
To ensure the security, health and safety and cleanliness of the school.
To ensure that all tasks are carried out in compliance with the school Health and Safety statements.
Be able to work under your own initiative and be sensitive to the procedures and protocols of Akiva.

Staff Development
Attending in-service training (INSET) and undertaking continuing professional development (CPD).
Participate in relevant staff meetings and other relevant meetings.
Being actively involved in the performance management review process.

Commitment to Equality
To deliver Akiva's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services delivered.

Safeguarding Responsibilities
In accordance with Akiva's commitment to follow and adhere to the Department for Education's 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.

You are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in Akiva.
All staff are required to maintain appropriate professional boundaries in relationships with all members of the Akiva community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils at Akiva.
You are required to have satisfactory Enhanced DBS clearance. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times.
You will be expected to present a consistently positive image of Akiva and uphold public trust and confidence at all times

Confidentiality
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Akiva or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection
During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

General Expectations
The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Conditions of Employment
- The post is subject to an enhanced DBS disclosure and suitability check. - The job description may be amended at any time according to the changing priorities of the school as identified within the school's development plan, after discussion with the post holder.