



nishkamschool
westlondon



Site Assistant

Job Title	Site Assistant
Reporting to:	Senior Site Manager
Location:	Nishkam School West London, 152 Syon Lane, Osterley, Hounslow, West London, TW7 5PN
Contract:	45 hours per week, 52 weeks per year
Salary:	Grade 4 (£33,456.38 - £35,421.75)
Annual leave:	26 days + Bank Holidays

Nishkam School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

Duties and Responsibilities

- To be a key holder and open/lock the school as directed by the Senior Site Manager
- To take delivery of goods and equipment and distribute as appropriate throughout the school, maintain records and keep paperwork as required
- To set out/put away furniture for school events, and undertake general portering as required by the school staff
- To maintain the general tidiness and safety of the outside areas e.g. the removal of litter; ensure pedestrian access is clear; treating main entrances and paths with salt/grit as and when required
- To carry out maintenance and repair work on the school buildings as required
- To report building, furnishing and fittings deficiencies which require a contractor's service to the Senior Site Manager
- To identify and report Health & Safety concerns and breaches to the Senior Site Manager and School Business Manager where required.
- To supervise school gates and prevent unauthorised access when required to do so
- To escort contractors and others to site of repair and maintenance, following the school's contractor processes, monitoring the safety of their working practices, reporting on the quality of their work and any apparent failures to the Site Manager
- To contribute, as appropriate, to the daily clearing and cleaning of the School, including clearing the site of snow during bad weather and gritting as and when required
- To ensure safe working practices and observance of School Health and Safety policies at all times

- To carry out procedures in the event of fire, flood, breaking and entering, accident or major damage
- To attend appropriate training and undertake studies with due care and attention
- The prompt removal of graffiti or chewing gum from desks and elsewhere in and around the school site
- To carry out other duties as and when required, applicable to the role
- To ensure requests to the site including to the site team inbox and as logged on Sypro are responded to promptly under the guidance of the Senior Site Manager
- To support with school events such as Celebration Evening and Parents' Evening when required to do so.

General Responsibilities:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development reviews
- Ability to communicate and interact effectively with pupils and colleagues
- Ability to maintain a positive, safe and healthy school environment

Person Specification

Experience / Knowledge:	Education to GCSE Grade D-G (including Literacy and Numeracy)	Essential
	Education to GCSE Grade A-C (including Literacy and Numeracy)	Desirable
	Experience of maintenance of buildings/grounds	Desirable
	DIY Experience e.g. painting, decorating, repairs and use of basic power tools	Desirable
Key Skills:	Ability to communicate and to present information clearly and concisely, both written and verbal.	Essential
	Ability to maintain a positive, safe and healthy school environment	Essential
	Ability to work in a team and use own initiative	Essential
	Ability to understand and comply with school policies including Child Protection and Health & Safety Procedures.	Essential
	The ability to form constructive working relationships with colleagues and communicate with a range of audiences.	Essential
	Good organisational skills to be able to prioritise work and meet deadlines	Essential
	To be able to use basic IT software such as outlook and Sharepoint	Essential
Personal Attributes:	Reliability, integrity, enthusiasm, energy, perseverance, adaptability.	Essential
	Effective communication and listening skills	Essential
	To be self-motivated, able to work using own initiative and work as a team.	Essential
	Commitment to own professional development and learning	Essential
	Ability to stay calm under pressure	Essential
	Able to deal professionally with contractors, visitors, students and school staff	Essential
	Demonstrate good attention to detail	Essential
Other Special Conditions of Service:	There is a requirement to undertake an enhanced Disclosure and Barring Service check.	