



Cindy O'Sullivan, Headteacher
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GOSDEN HOUSE SCHOOL JOB SPECIFICATION

SITE ASSISTANT 2022

Gosden House is an outstanding school for young people with learning and additional needs, from 4-16 years of age. Set in extensive grounds consisting 44 acres, the environment offers students the opportunity to explore and challenge the potential of learners in every aspect. The curriculum has a strong focus on core learning skills and communication. We aim to develop resilience, creativity and social skills in order to support young people to succeed in the workplace and live rewarding, independent lives.

We are seeking an enthusiastic, efficient, and committed person to join our site and premises team:

This Job Profile recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the School

Job Purpose:	<p>To assist the Site Manager (SM), in supporting the management and development of the school site and grounds and ensure the site and buildings are maintained to an appropriate standard. To be responsible for a high level of maintenance of the buildings and site and to ensure cost effective use of resources.</p> <p>This will include assistance with addressing all other aspects of the site management to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.</p> <p>The post holder will be required to have significant practical skills with a 'hands on' approach as a significant proportion of their time will be involved in practical site activities.</p> <p>Another key aspect of this role is driving the school minibuses, as required.</p>
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Reports to	Site Manager
Salary Range	Please see advert

Surrey Pay Scale Grade Level	S3 dependent upon experience
Disclosure Level	Enhanced
Working Hours	<ul style="list-style-type: none"> ○ 30 hours per week, term-time only (39 weeks) ○ Actual hours may vary according to school need and will be managed by the Site Manager. There is an opportunity for over-time and various out of hours ad hoc duties relating to the premises may be required.
❖ Core Responsibilities	<p>Work with the Site Manager to monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved and maintained including:</p> <ul style="list-style-type: none"> ○ Carrying out or arranging effective repairs and improvements to the school premises. ○ Grounds maintenance and grass-cutting ○ Carrying out testing under the supervision of the Site Manager ○ Driving School minibuses as required ○ Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary and that all emergency repairs are alerted and completed. ○ Ensure that the school is properly prepared for use during inclement weather. ○ To manage the maintenance of the school minibuses. ○ General portering duties and safe moving of equipment around the School. ○ To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times. ○ To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school. ○ To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders. ○ To support and contribute to the School's commitment to 'Every Child Matters,' enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. ○ To contribute to whole School events as and when required.

Gosden House School
Bramley
Guildford
Surrey GU5 0AH



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	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the BM, that are in keeping with this post or as may be determined from time to time by the BM.</p>
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