



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Site General Assistant

**Reports to: Site Manager**

**Grade: WFS Grade 3**

### JOB DESCRIPTION

#### **Overall Responsibilities:**

To support the smooth operation of the school site by managing deliveries, maintaining cleanliness, replenishing stock, and ensuring the school environment is tidy and welcoming.

#### **Duties and responsibilities:**

##### **Delivery Management**

- Receive, unload, and check deliveries promptly and accurately.
- Distribute deliveries to the appropriate departments or storage areas.
- Maintain accurate records of delivered goods and report any discrepancies or damages.

##### **Cleaning and Washing**

- Carry out daily cleaning duties, including washing floors, surfaces, and communal areas.
- Perform ad-hoc cleaning tasks as required, such as spillages and emergency cleaning.
- Ensure cleaning equipment and materials are used safely and stored correctly.
- Wash and maintain school-specific laundry items as needed e.g. sports kits, uniforms, tablecloths, tea towels etc.

##### **Stock Replenishment**

- Monitor and replenish stock levels of cleaning supplies, toiletries, and other consumables.
- Notify the Site Manager when stock needs to be reordered.
- Maintain an organised and clean storage area for supplies.

##### **Litter Removal and Grounds Tidiness**

- Conduct regular litter picking around the school site, including playgrounds, pathways, and car parks.
- Ensure bins are emptied and waste is disposed of correctly.
- Support grounds maintenance by reporting any hazards or issues.

## **Health and Safety**

- Follow health and safety guidelines in all tasks to ensure a safe environment for staff and students.
- Report any hazards or maintenance issues promptly to the Site Manager.
- Assist with setting up safety measures such as warning signs during cleaning or maintenance activities.

## **General Support**

- Carry out duties related to the management and organisation of the lost property store.
- Assist with setting up furniture and equipment for school events as required.
- Support other site staff in daily duties to ensure the smooth running of the school environment.

## **Other Duties**

- Participate in training and development activities.
- Undertake any other duties as reasonably requested by the Business Manager or Headteacher.

## **General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

<b>Qualifications, Knowledge and Experience</b>			
	Essential	Desirable	Assessment
GCSE Maths and English – Minimum Grade C / 4	✓		Application
Relevant cleaning or site support training		✓	Application/ Interview
Experience in cleaning, stock management, or site support roles	✓		Application/ Interview
Ability to follow instructions and work independently	✓		Interview
Understanding of health and safety procedures relevant to site work, COSHH regulations		✓	Application/ Interview
Experience working in a school or similar environment		✓	Application/ Interview
Basic knowledge of cleaning materials and equipment	✓		Application/ Interview
Ability to keep accurate records	✓		Application/ Interview
Physically able to carry out cleaning and lifting tasks	✓		Application/ Interview
Willingness to undertake further training as required		✓	Application
Ability to keep sensitive information private and maintain confidentiality in line with GDPR guidelines.	✓		Application/ Interview
Commitment to safeguarding and promoting the welfare of students		✓	Application/ Interview
<b>Personal Qualities</b>			
Reliable, punctual and proactive	✓		Interview
Good organisational skills	✓		Interview
Ability to work independently and as part of a team	✓		Interview
Alertness and attention to detail	✓		Interview
Good communication skills	✓		Interview
Willingness to work flexibly as required	✓		Interview
Alignment with the school's values	✓		Interview