

**JOHN LEGGOTT COLLEGE**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Casual Site Assistant</b>
<b>REPORTS TO:</b>	<b>Site Manager</b>
<b>HOURS:</b>	<b>Casual ad hoc basis</b>
<b>WORK PATTERN:</b>	<b>As required, some early starts and late finishes</b>
<b>SALARY:</b>	<b>Support Staff Scale Point 2 £18,593pa FTE- plus 8.34% holiday supplement</b>

**Purpose of the role**

To support the ongoing safety, efficiency and ongoing life of the college through undertaking a range of tasks on an ad-hoc basis.

**Key responsibilities**

**Minibus services**

- To provide transport service for students at the beginning and/or end of the college day.
- To provide transport services, as required, for student trips.
- To maintain the minibus cleanliness both internally and externally.
- To advise Director of Finance and Resources of any mechanical, service or hygiene issues in relation to the minibus.

**Invigilation**

- Subject to college requirements, to provide invigilation support to the college through peak exam periods.

**Estates work**

- To support the Estates Team, as required, grounds work including litter picking together with hard and soft landscaping.
- To support Estates Team with the annual PAT testing.

**Premises lettings**

- To provide an out of hours service covering college lettings.
- To ensure full security of premises through unlocking and/or locking of college.
- To provide first aid support during out of hours events.

**In addition to the above mentioned attributes the successful candidate will be expected to:**

- Have a flexible approach to working; the post will require early starts and late finishes as well as a substantial amount of lone working.
- To support the college in its strategic aims through ensuring a timely and efficient security of premises.
- To ensure the safety of students whilst being transported on behalf of the college to and from agreed pick-up points and on college trips.
- To take pride in the appearance of the college through providing support to the estates team and achieving cleanliness of the site as a whole and in particular for the minibus.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

***We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced CRB clearance.***

Employee signature: .....

Date: .....

Line manager signature: .....

Date: .....

**PERSON SPECIFICATION  
CASUAL SITE ASSISTANT**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of dealing with members of the public	✓		<b>A/I</b>
Experience of vehicle checks and general maintenance	✓		<b>A/I</b>
Awareness of statutory requirements for safeguarding	✓		<b>A/I/R/DBS</b>
Experience of Premises day to day maintenance skills including joinery, decorating, building maintenance.		✓	<b>A/I/R/T</b>
Previous experience of working in an educational establishment		✓	<b>A/I</b>
Experience of grounds maintenance and using gardening equipment - mowers, strimmer's etc.		✓	<b>A/I</b>
<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Maths and English qualification (GCSE/IGCE/ CSE)		✓	<b>C/A</b>
Computer literate including Microsoft Office suite, Word & Excel		✓	<b>A/I</b>
Hold a full UK driving license	✓		<b>C</b>
Driving licence including D1		✓	<b>C</b>
Approved portable testing certificate		✓	<b>C</b>
<b>Attitude and Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Ability to work independently and as part of a team	✓		<b>A/I</b>
Ability / willingness to drive a 17 seat mini bus	✓		<b>A/I</b>
Flexible and able to attend work according to the shift pattern to meet the changing needs of the college including "out of hours" emergencies with the ability to plan workload efficiently and effectively	✓		<b>A/I/T</b>
To be able to assist with the movement of furniture which may be heavy and awkward		✓	<b>A/I</b>
Undertake training/ development as may be identified as essential to the role, including manual handling, working at heights etc.	✓		<b>A/I</b>
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		<b>A/I/T</b>
Ability to communicate effectively - both written and verbal	✓		<b>A/I</b>
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		<b>A/I/DBS</b>

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

**Essential** - The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

**Desirable** - The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

**A = Application**

**I = Interview**

**T = Test**

**C = Certificates**

**R = References**

**DBS = Disclosure Barring Service**

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.