



St Paul's C of E Junior School Job Description – Site Assistant

School:	St Paul's Church of England Junior School
Responsible to:	Site Controller
Grade:	Grade 2, Point 2-3 £9.18 per hour in accordance with Local Government Pay Scales

Job Purpose

- To assist caretaker at busy periods.

Main Duties

- Maintain artificial grassed area ensuring free from leaves and litter.
- Maintain prayer garden, keeping gravelled section tidy and free from weeds.
- Assist with swimming pool maintenance.
- Empty playground bins.
- Assist caretaker with painting/ staining of wooden areas.
- With guidance from caretaker plant and maintain window boxes, tubs and borders.
- Ensure the grounds remain litter free at all times.
- Keep all indoor plants watered.
- To be aware of Health and Safety issues around the school grounds.
- To report any problems/incidents to the line manager.
- To retain confidentiality about all aspects of school life.
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.