



THE ROYAL GRAMMAR SCHOOL, GUILDFORD

OUTLINE JOB DESCRIPTION

GENERAL ASSISTANT

Job Title

General Assistant

Reporting To:

Site Manager

Type of Employment

Permanent

Job Outline

General:

A list of detailed duties is shown below. This list is not necessarily exhaustive and the General Assistant may be called upon to perform other tasks as directed by the Estates Manager/Deputy Estates Manager/Site Manager (or anyone acting on their behalf).

The role is multi-sited. General Assistants may be required to work at RGS, RGS Prep or Bradstone Brook.

Detailed Duties:

- Assisting the Site Manager in his/her daily duties.
- Assisting the Site Manager in keeping the Schools (both inside and outside) clean and free from litter, cleaning up spillages.
- Locking up and unlocking rooms/buildings when asked.
- Moving furniture around the school as directed by the Site Manager, setting up chairs and tables.
- Replacing roller towels and servicing soap dispensers when required. Liaising with United services regarding towels and mats.
- Delivering parcels, stationery and other items to departments/store.
- Assisting to set out the canteen and other areas for events/functions as required.
- Undertaking minor maintenance tasks eg:
 - Replacing light bulbs, fluorescent tubes, cleaning lights.
 - Repairing desks and chairs

- Washing Bins and cleaning windows
- Decoration works as directed
- Escorting Contractors around the School.
- Reading and Recording monthly meter readings for Gas/Electric and Water.
- Assisting the Site Manager generally and standing in for him/her as necessary.
- To deputise for the Site Manager on two weekends per year.
- Assisting teachers, administration and support staff when required.
- Any other tasks as directed by the Estates Manager/Deputy Estates Manager/Site Manager

Job Requirement

To act as an out of hours contact for the school in case of an alarm.

This job description is correct at the date shown below. In consultation with the employee, however, it is liable to variation by the School to reflect or anticipate changes in or to the job.

Person Specification

1. The employee will demonstrate experience of carrying out routine activities and maintenance work in a similar environment and be able to work as part of a team or as an individual.
2. The Employee will need to be IT literate. Training can be provided.
3. It is essential that the employee holds a current driving licence. There is a requirement to drive and assist in the management of the School fleet. Driver training can be provided.
4. It will be a requirement of employment that the employee agrees to apply for a Disclosure Certificate from the Disclosure and Barring Service and that such check reveals nothing that would render him/her unsuited to working in a school.

General Contract terms

1. Type of Appointment

Permanent

2. Hours of Work

The hours of work are on a rota basis spread over the course of the week

Monday to Sunday on a shift pattern as below:

7.00am to 4.00pm

8.00am to 5.00pm

10.00am to 7.00pm

Included in the above are a 60 minute break for lunch and two 15 minute breaks, one in the morning and one in the afternoon, each day.

To cover the Site Manager's duties for two weekends per year.

Additional to the two Site Manager duties covered at the weekends per year, there may be a requirement to work additional hours or at weekends (to cover security or school functions/activities). Dates to be agreed in advance and overtime payments will be made.

3. Salary

- a. The salary will be within the Incremental Range Point 9 to 15 on the RGS Non-Teaching Salary Scale. The starting salary will be not less than £20,000 per annum on a Full Time Basis
- b. The RGS Non-Teaching Salary Scale is reviewed annually, currently in August.

4. Benefits

- a. Benefits will, at the discretion of the Governors, include membership of a contributory superannuation scheme nominated by the Governors, free membership of a medical insurance scheme nominated by the Governors, free personal accident insurance and free lunches when meals are served during School Term.
- b. In the event of the General Assistant having sons attending the RGS or RGS Prep they will, at the discretion of the Governors, be eligible for a Staff Bursary after one year's continuous service. Currently, Staff Bursaries are for 50% of the basic tuition fees.

5. Holidays

28 working days plus all statutory and customary public holidays.

The Holiday Year is from 1 September – 31 August. Any unused entitlement may not be carried forward.

This will be calculated on a pro rata basis for Part Time employment

6. Equal Opportunities

The School is an equal opportunity employer.

7. No Smoking Policy

Smoking is precluded on the school premises.