

## NORTH EAST LEARNING TRUST

### JOB DESCRIPTION

<b>Post Title:</b> Driver/ Handyperson	<b>Department:</b> Premises Team	<b>Workplace:</b> Ashington Academy/Bedlington Academy
<b>Responsible to:</b> Site Manager	<b>Responsible for:</b> N/A	<b>Salary Band:</b> SCP 14 - 17

**JOB PURPOSE:** To transport students in the school minibuses as required and to ensure that the vehicles are kept in a good state of repair

#### Resources:

<b>Staff</b>	None
<b>Finance</b>	Ordering resources as directed by the Site Manager
<b>Physical</b>	Site security and maintenance, school equipment
<b>Clients</b>	Students, staff, governors, parents and school visitors, volunteers

#### Duties and responsibilities:

- To ensure the site is accessible at the appropriate times and that the security of the site is properly maintained as appropriate
- To undertake minor repairs and routine maintenance tasks as required
- To ensure that Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- To ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly and main access routes are kept clear of debris, snow and ice, as necessary
- To undertake a range of general portering duties, ensuring goods, equipment, furniture and other items are transported around the property, as required
- Ensure the site is accessible for lettings, as directed by the Site Manager
- Ensure stocks levels of necessary facilities equipment are monitored and maintained
- To provide a caretaking service, ensuring a warm, clean and secure environment for all site users
- To assist the site services team with any other duties as required

**GENERAL:** To be a part of the NELT Premises Team

#### Duties and responsibilities:

- Provide cover at other NELT sites
- Flexible working
- Undertake other duties and responsibilities as required commensurate with the grade of the post

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.**

**Signed:** \_\_\_\_\_(Post holder)

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_(Line Manager)

**Date:** \_\_\_\_\_