



Job Description: Assistant Site Manager

Reports to: Site Manager

Salary: Grade 4a, point 23 to 27

Job Purpose

- To assist the Site Manager for the responsibility of the security, improvement, maintenance and cleanliness of the school buildings and grounds.
- Act as a First Aider and undertake the First Aid at Work qualification

Professional Duties

- The efficient operation of the school site in accordance with the Trust policies where adopted, the individual site policies, and in particular those relating to Health and Safety at Work Legislation.
- Ensuring that the buildings are ready for occupation at agreed times and site security
 - Heating, lighting, furniture and cleanliness are of the standard agreed;
 - To open and close buildings at agreed times during the day, initial inspection of site for vandalism or items requiring building maintenance
 - Site security during the day and night – liaison with alarm companies/out of hours key-holding company
 - Operate cctv system (where applicable) liaise with external agencies re maintenance/monitoring
 - Undertake the opening and closing of the school buildings
 - Set up for after school events including staff training, governors and pupil events
 - Ensuring that buildings and site are secured and alarms are on as appropriate at the end of sessions including all windows, doors and external gates.
- Health and Safety
 - The maintenance of records relating to premises equipment and safety checks
 - Undertake and record safety checks as required
- Identifying necessary repairs and maintenance, ensuring that repairs are carried out promptly and efficiently, to report problems to the Site Manager:

- Emergency action to minimise the effects from burst pipes, vandalism or fire damage, prior to repair or remedial work being undertaken by specialist agencies
- Replacement of low level light bulbs and other fittings and supplies as required and the maintenance of appropriate records
- Inspection of the site to identify building defects (service, repair, decoration) the initiation and progression of works orders and the maintenance of appropriate records
- Carry out repair/improvements where qualified to decorations, furniture, fabric and fittings
- The removal of graffiti (excluding that requiring removal by specialists)
- Ensuring that fire alarms and fire-fighting equipment are always ready for use
- Inspection and checking of blockages in gutters sink waste traps, toilet cleanliness, the cleaning of areas affected by body spillages which occur during normal school hours
- In the absence of the Site Manager, monitoring the work of contractors to ensure that work carried out is to the standard expected. Taking the necessary action if work is not completed satisfactorily. Advising the Site Manager of any anomalies that arise.
- To undertake cleaning duties to ensure high standards of cleaning are maintained:
 - Distribution and monitoring stock levels of cleaning materials and equipment including paper towels etc
 - Training staff in the use of electrical equipment, cleaning chemicals (coshh) and cleaning procedures to undertake all tasks
 - The cleaning of main school toilets and other agreed areas during the day and the replenishing soap, toilet rolls, paper towels, etc as required
- Maintaining a safe, pleasant and litter free environment:
 - Emptying external waste bins and collecting other litter
 - Leaf collection to ensure playgrounds can be used for the daily mile
 - Snow clearance to main routes of access/egress as per school plan and salt/grit treatment of icy paths
 - Maintenance of grounds, wooden fences, weeds around building and walls, maintain planters, trees, hedges
 - Grass cutting, maintenance of machinery plant used for grounds maintenance



- Care and operation of the heating plant and pool plant room including reporting any defects. The general cleanliness and maintenance of the boiler house. Taking meter readings as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes, including use of new technology as required, including:
 - The receipt and portorage of light goods or materials
 - Assembling of resources and furniture
 - Setting out and clearing furniture for assembly and other functions as required
 - Removal of internal rubbish, cardboard boxes etc
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust policies, organisation and arrangements for Health and Safety at Work.

Whole Academy

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development.

Protection of children

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to a satisfactory social media and enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.



All specifications and duties of the Assistant site manager can be reviewed at any time and amended with consultation with the post holder and under the Head Teacher approval.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant site manager will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person Specification

	How identified
1. Qualifications	
Sound knowledge of Literacy and Numeracy. Health and Safety qualifications - desirable	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience	
Use of machinery and chemicals Maintenance and repairs Supervision of staff Contractor liaison Working in a school - desirable	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
3. Training	
COSHH, IOSH, Manual Handling, Asbestos, Fire Safety, Legionella, other courses deemed necessary for the post.	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
4. Special Knowledge	
COSHH Fire safety regulations Health and safety – asbestos/premises Computer packages – Word/Excel/Email	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)	
Flexible working patterns. Ability to work evenings – out of hours in emergency situations or alarm callouts	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition	
Dependable To be able to work as part of a team and use own initiative Ability to motivate others Attention to detail	Performance in related selection process, e.g. exercises, group discussion, problem- solving, questions etc.
7. Practical and Intellectual Skills	
Practical skills with regards to site improvements To be able to use tools/machinery To be able to understand COSHH information	Performance in related selection process.
8. Legal Requirements	
Enhanced DBS Check for Regulated Activity Social Media Check	Application form and interview questioning and references.

