



## Barton Manor School (BMS)

**Name:**

**Job Description:**

Assistant Site Manager and Lettings Lead

**Grade:**

**BCAT 6**

**Employed for:**

**Full time** 37 hrs per week

**Hours:**

**Term time:** 11:00am to 7:00pm Monday to Thursday, 11.30am to 7.00pm Friday, with 30 minutes unpaid break for lunch.

**Schools holidays:** 8:00am to 4.00pm, Monday to Thursday, 8:00am to 3:30pm Friday.

**Flexibility** required with shift patterns to meet the needs of the school or Trust; for example in severe weather conditions; periods of staff illness, lettings and school events etc. Occasional working at the weekends may be required. You may also be required, on occasions, to work at BCGS site to support the work of the wider Trust site team.

**Professional Relationships:**

**Responsible To:**

**Site Manager**

**Responsible For:**

**Purpose of Job**

To support the Site Manager and lead on School Lettings. Contribute as a team member towards providing an effective and efficient site support service at BMS, and BCGS (if required), thus enhancing the standards of teaching and learning within the school(s).

The Site Team are responsible for the day-to-day operational management, safety and security of the school site and all sites within the Trust (as required). The Site Team are responsible for ensuring that the school(s) are well-maintained, safe and secure site for all users.

The Assistant Site Manager is expected to deputise for the Site Manager, in terms of his role of Site Manager at BMS, in his absence.

## **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community. It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

### **Policy and Procedure**

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Person specification.**

#### **The person appointed will:**

- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of the school

- Be open minded and willing to undergo training as required and for self-development
- Be able to use your own initiative
- Have a clean current driving licence. Be willing to drive the school minibus and pass appropriate training for this

### **Qualifications and experience**

The person appointed will have:

- Some background in the building trade to include experience in range of disciplines (decorating, basic carpentry, plumbing, electrics, and plaster repairs.)
- Ability and experience of using a wide range of machinery
- Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation

### **Behaviours**

The person appointed will be:

- Honest
- Hardworking
- Flexible
- Helpful
- Team Player
- Supportive
- Pride in work
- Solution focused

### **Key Areas**

- A. Premises related Health and Safety issues.
- B. Management of maintenance and repairs on site. Manage and maintain work schedules and ensure quality control of works completed.
- C. Lettings/events management.
- D. Security.
- E. Other duties.
- F. Budget management

### **Key Tasks**

#### **A: Premises related Health and Safety issues.**

- A1. Adhere to the H&S Policy.
- A2. Check site regularly for any potential Health and Safety issues. Take corrective action where necessary.
- A3. Be aware of the asbestos audit/register and site map and adhere to this
- A4. Undertake any other site related Health and Safety work as required.

#### **B: Maintenance and repairs on site.**

- B1. Maintenance of school site as directed by the Trust Estates Manager. To ensure that the site is kept operational and to prioritise work as appropriate.
- B2. Repair and maintenance tasks around the site, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork, are completed to ensure a safe environment is maintained.
- B5. Supervise approved on-site contractors to ensure the smooth operation of maintenance work on the school site, ensuring all requirements are met including the provision of risk assessments and completion of the asbestos register.
- B6. Ensure accurate records are kept of all work carried out.
- B7. Meet regularly with Line Manager to ensure that there is good communication within the Site Team
- B8. Check energy and water consumption, as directed by the Site Manager, to ensure efficiency, reading meters on a monthly basis for example.
- B9. Drive minibus for client journeys, outings and or staff journeys in accordance with the Highway Code to meet the establishments needs.

### **C: Lettings/events**

- C1. Lead and supervise out of hours lettings as required
- C2. Act as main point of contact for lettings at Barton Manor School and Barton Court School
- C3. Maintain Lettings Diary
- C4. Only allow approved Lettings to use the facilities
- C5. Keep lettings aware of school events that affect their bookings.
- C6. Meet weekly with Trust Estate Manager to review lettings.

### **D: Security.**

- D1. Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences, acting as key holder for out of hours contact to maintain a safe environment
- D2. Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
- D3. Be a key holder for the school site.

### **E: Other duties.**

- E1. Undertake the general checking and emergency cleaning of some parts of the establishment, as directed, and if required provide emergency cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
- E2. Undertake the cleaning of external overhead canopies, drainage gullies, lampshades, light diffusers, fan filters etc, taking account of instructions given on cleaning at heights.
- E3. Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment is maintained.
- E4. Liaise with School Office to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep passageways clear and hazard free
- E4. Move such items of school furniture as required, with due regard to current H&S and Moving and Handling regulations.

- E5. Emergencies:-  
Clean sickness and spillages as required  
Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.  
Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.  
Ensure access for emergency services, assist as necessary and secure premises as required.
- E6. Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and the immediate surrounds in the outside road and check perimeter fence.
- E7. Keep paths, access points and entrances free of snow and ice to ensure safe passage.
- E8. Ensure that replenishment of soap, towels, toilet paper on the site as necessary.

## **F: Budget**

- F1. Be mindful of best value at all times and discuss funding issues with line manager
- F2. Follow school policy in all financial matters such as ordering/purchasing and quality assurance of products and services received

## **Professional responsibilities**

- 1) Wear the site team uniform at all times
- 2) Maintain site team uniform to a good standard
- 3) Sign in and out at reception as per contractual hours and following Health and Safety guidelines
- 4) 30 minute break must be taken daily at ... (to be agreed).
- 5) Follow child protection and safeguarding procedures at all times.
- 6) Holidays in term time are not allowed
- 7) Request for absence for personal reasons must be made via the School HR EVERY system to the Headteacher giving at least one week's notice
- 8) If unwell and unable to work, telephone the Site Manager and Cover Officer with details and expected return date to work. Complete necessary paperwork as per school policy upon return to work.

## **Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Head teacher or Executive Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: .....

Date.....

## JOB PROFILE: Assistant Site Manager and Lettings Lead

### SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

<b>Skills Required:</b> <i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.</i>		
	<b>Skills Summary (wording from Skills Dictionary)</b>	<b>Level</b>
1	<b><u>Technical Skills and Qualification</u></b> <ul style="list-style-type: none"> <li>• Wider awareness of the related working environment eg client groups</li> <li>• Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance</li> <li>• Sufficient knowledge related to a range of school services and activities in order to train, coach and/or mentor others</li> <li>• Jobs requiring some formal qualifications relevant to the post eg NVQ's, PCV</li> </ul>	3
2	<b><u>Operational Knowledge</u></b> <ul style="list-style-type: none"> <li>• Knowledge across a <b>number</b> of jobs, services and/or processes within the area</li> <li>• Knowledge of how own job fits into the activity and role of the area/site</li> <li>• Knowledge of a range of other jobs in the area</li> </ul>	2
3	<b><u>Planning and Organising</u></b> <ul style="list-style-type: none"> <li>• To organise others and own workload in order to achieve the job</li> <li>• Knows how to identify changes required to work routines and act upon them in liaison with supervisors, clients and Ability others as relevant</li> <li>• Contributes to organization of the work of the unit or process</li> <li>• Ability to maintain accurate and timely records as required by the role eg lettings diary/planning</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to supervisor</li> <li>• Ability to monitor job activities as required by the role</li> </ul>	3
4	<b><u>Working with People</u></b> <ul style="list-style-type: none"> <li>• Understands the principles of supervising, motivating and developing others and can motivate clients, team members, contractors and others as appropriate to the role</li> <li>• Understands how to delegate tasks to others in the team</li> <li>• Knows and understands the disciplinary and grievance procedures</li> </ul>	3
5	<b><u>Communication</u></b> <ul style="list-style-type: none"> <li>• Ability to understand information and advise and liaise with others accordingly</li> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Ability to listen, observe and contribute to discussions as required for the role eg client care, child care, work plans, etc.</li> <li>• Ability to influence, encourage, persuade and negotiate with others to achieve desired results(eg to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)</li> <li>• Ability to communicate using information technology as required for the role</li> </ul>	2
6	<b><u>Money Skills</u></b>	

	<ul style="list-style-type: none"> <li>• Knows Trust procedures and regulations which apply to the job in terms of Trust Finance Policy and processes</li> <li>• Able to use financial computer systems eg. Excel and Word as required by the job and PS Financials</li> </ul>	1
7	<b><u>Health and Safety</u></b> <ul style="list-style-type: none"> <li>• Understands and able to implement all health and safety policies relating to working environment and staff group</li> <li>• Able to promote a positive Health and Safety culture within the workplace</li> </ul>	3
8	<b><u>Social Responsibility</u></b> <ul style="list-style-type: none"> <li>• Awareness of and compliance with equality policy, procedure and legislation</li> <li>• Understanding of direct and indirect action including positive action</li> </ul>	2

### **Behaviours for Success:**

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focusing on the customer
  - how we work with both internal and external customers and service users to provide a customer focused service
2. Personal Resourcefulness
  - how we enhance our personal ability to deliver an excellent service
3. Relationship Building
  - how we work with colleagues and partners
4. Managing for Success (for managers)
  - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within BCAT Trust. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.