



*Exceptional without exception*

## **JOB DESCRIPTION**

**Job Title:** Assistant Site Manager

**Grade:** E SCP 6-9 (Full time)

**Reporting to:** Operations Manager: Site

### **Job Purpose**

To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Operations Manager: Site to ensure a secure, safe and hygienic environment for all building users.

To organise and direct all premises staff, ensuring high standards of cleanliness within the school.

### **Operational Issues:**

- To ensure the security of the building and site, undertaking daily security checks,
- Act as a designated key holder, providing response to emergency calls.
- Locking and unlocking of buildings at pre-determined times
- To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.
- Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site
- To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings
- To assist with cleaning duties as required
- Collect and assemble waste for collection
- To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- To undertake the operation and periodic checking of the fire alarm system
- To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment.
- Arrange emergency repairs and deal with problems as they arise

### **Communications:**

- Communicate effectively with other members of staff within the school.
- Liaise with contractors on the site and check clearances

### **Resource management or buildings infrastructure:**

- Line manages the cleaning and caretaking staff within the school as required, including recruitment, induction, training, coordination of work and performance management.

- To participate in the training and development and performance management processes within the school
- Order, stock control and store cleaning and caretaking equipment and products safely and securely
- Carry out inspections on buildings to identify faults/hazards
- Supervise the work of contractors on site
- Handles small amounts of petty cash for purchasing materials to carry out repairs

#### **Safeguarding:**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

#### **Systems and Information:**

- Ensure that staff have completed the registers
- Maintain an accurate system for students signing in and out of the school.
- Provide accurate and up to date statistical data and reports, including summative information for use in Governor meetings and inspections etc.
- Oversee the signing in late procedures and ensure that minutes late are recorded on Bromcom
- Maintain records of all communication with parents/carers via the Attendance Interaction Log

#### **Planning & Organisation:**

- Assist in developing systems and procedures to improve attendance

#### **Data Protection:**

- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

#### **Health & Safety:**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and act where hazards are identified, reporting serious hazards to line manager immediately

#### **Other Areas:**

- Provide support to the Administration Team as required.
- Be flexible in working hours when needed in order to attend and support key after school events.
- Attend staff training and briefings as required by the Headteacher.
- Complete AM, Break, Lunch and PM duties as required by the Headteacher.
- Other areas as directed by the Headteacher.

## Person Specification

Person Specification:	
Essential	Desirable
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Working knowledge of health and safety procedures and regulations, e.g. COSHH</li> <li>Good literacy and numeracy skills</li> <li>Ability to use tools for making minor repairs</li> <li>Knowledge of moving and handling procedures</li> <li>Experience of undertaking general cleaning and caretaking duties</li> <li>Experience of carrying out repairs and maintaining equipment</li> <li>Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> <li>Line Management experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Able to work with minimum supervision.</li> <li>Ability to use own initiative</li> <li>Problem solving skills</li> <li>Self motivated</li> <li>Punctuality</li> <li>Flexible approach</li> <li>Attention to detail</li> <li>Ability to manage time effectively to complete tasks to a high level.</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Good verbal communication skills</li> <li>Ability to motivate a team of staff</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li><a href="#">link</a></li> </ul>	
<b>Qualifications</b>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Physical ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li> <li>Ability and availability to work outside of core hours</li> </ul>	

### Other Conditions

- Enhanced DBS clearance.
- Commitment to the school's policies and ethos.
- Commitment to Continuing Professional Development.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes.
- Flexibility.

- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.