



Job Title: Assistant Site Manager

Grade: Scale 4 points 7 – 11
Actual salary £20,092 - £21,748
37 hrs per week 52 weeks per year

Responsible to: Manager

Duties and responsibilities

General duties:

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Site Manager
- Carry out small repairs and DIY projects
- Arrange in conjunction with the site manager, any larger repairs and obtain quotes from contractors

Cleaning

- Carry out daily cleaning and ad-hoc duties such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the college manager on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation

- Carry out and record regular health and safety checks, including on legionella risk, minibuses, safety equipment, and any hazards on school premises; report any problems to the site manager
- Provide safe access to the school in cold weather conditions including gritting/salting paths and carparks
- In the absence of the site manager, make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Maintain all external areas to a very high standard
- Clear litter from college grounds and empty bins as required

Any other duties as requested by the Headteacher or Line Manager.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.



Person specification

Qualifications	<ul style="list-style-type: none"> • A general level of education to GCSE or equivalent
Experience	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working in a team
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise • Ability to use computers
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and to getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some light manual handling and lifting