

JOB DESCRIPTION

ROLE TITLE	Assistant Site Manager
CONTRACTED HOURS	37 hours per week
LOCATION	Breckland School, Brandon
GRADE / SCALE POINT – SALARY	Grade 3, Points 7-10
REPORTING TO	Site Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction of the Site Manager, the post holder is responsible for ensuring the school buildings and school grounds are maintained in a clean and safe condition for use to the standard required. The post holder will be expected to carry out cleaning and handy man duties to meet the needs of the school. In the absence of the Site Manager, the post holder will be the first point of contact with the school for contractors. All duties must be carried out within recognised procedures or guidelines.

KEY TASKS & RESPONSIBILITIES

Main tasks and responsibilities:

- Supporting the site manager as required.
- Basic maintenance of the buildings
- Maintenance of the school grounds.
- Keeping school site, and the area immediately outside the school boundary free of litter.
- Helping keep the buildings litter free as required.
- Helping clean the buildings and grounds as required.
- Undertake redecoration when necessary.
- Supporting lettings as required including setting up furniture, and site security.
- Operation of security alarms and fire alarms.
- Be a key holder and a point of contact in an emergency callout situation. You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who needs to be working on site.
- Ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents / misuse.
- Overall security of the school premises including turning off all lights, closing all windows and doors, locking and alarming the premises. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> NVQ or equivalent in a relevant subject 	<ul style="list-style-type: none"> Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> Secondary education up to GCSE level or equivalent Ability to set out letters / documents and to use grammar correctly Able to carry out basic calculations accurately Computer literate Ability to complete and maintain all appropriate records. 	<ul style="list-style-type: none"> Competent and confident in use and interpretation of databases and spreadsheets.
Organisational		<ul style="list-style-type: none"> Knowledge of Trust's administrative procedures e.g. ordering / incoming and outgoing post
Equipment / Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills. Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers Ability to work in accordance with the school's health and safety policies. 	
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> Ability to check stock deliveries accurately Ability to resolve a range of day-to-day problems, as part of a team and using own initiative when working alone. Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> Design and produce documents / advertisements etc 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to admin tasks Ability to manage and coordinate projects and in-house events Ability to manage own time effectively and meet deadlines. 	
Interpersonal and Communication	<ul style="list-style-type: none"> Tact and diplomacy second nature 	

	<ul style="list-style-type: none"> • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills • DIY experience • Full driving licence with D1, or the willingness and ability to achieve one. • Ability to undertake general repairs to furniture and fixings and painting to a high quality finish. 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	
Other requirements Essential Desirable	<ul style="list-style-type: none"> • Must be able to attend site within 30 minutes of an alarm activation. <p>Working knowledge of health and safety procedures and regulations.</p> <p>Specific relevant skills eg carpentry, plumbing, basic electrical competency.</p> <p>Knowledge of cleaning procedures.</p> <p>Experience of working in a secondary school environment.</p>	