

## JOB DESCRIPTION

Job Title	Assistant Site Manager
Responsible to	Site Manager
Responsible for	Cleaners

### Job Purpose:

- Liaise daily with the Site Manager and Multi Site Manager on site issues, supervise the Cleaners and the cleansing service of the academy. Ensure the security of the academy premises. Assist in the maintenance any machinery or plant within the school. Help maintain the internal and external fabric of the academy’s premises as a safe working environment.
- A flexible role to support across the cluster according to the needs of the schools as set out by the Multi Site Manager for the cluster.
- Work in conjunction with STEP Site Manager and STEP Senior Premises and Estates Manager to obtain quotations for works to the academy, ensuring best value principals are followed.
- Responsible for hand tools and other small machinery.
- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- Monitor the internal Premises Helpdesk daily and resolve issues promptly.

### Key Accountabilities:

This will involve:

#### **Management and Supervision**

- Ensuring that directly employed cleaners perform to the standard laid down in the cleaning specification. The Assistant Site Manager will report to the Site Manager or Multi Site Manager in their absence on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for directly employed Cleaners where required.
- Induction and instruction of new site staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Attend training courses where appropriate
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

#### **Security:**

- Open and close academies - to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.

- Report acts of vandalism to the Site Manager and Multi Site Manager where necessary.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager & Head Teacher, ensuring the safe use of the academy site at all times.

#### **Heating:**

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Report all defects to the Site Manager and escalate accordingly.

#### **Operational Support:**

- In conjunction with the Senior Premises and Estates Manager, Business Advisor and all Head Teachers, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Senior Premises and Estates Manager
- Liaison with the Premises Development team including the Contracts Manager to ensure compliance appointments and remedial works are booked and completed

#### **Emergencies:**

- Cleaning sickness, etc. and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

#### **Internal Maintenance:**

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed with Senior Premises and Estates Manager.
- As a team be responsible for the supply and availability of hygiene materials as required.
- Respond, update and complete helpdesk tickets in line with deadlines set out on helpdesk.

#### **External Maintenance:**

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the academy and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Site Manager and Multi Site Manager if removal is required.
- Maintenance of academy planter including planting bulbs etc.

#### **School Cleaning:**

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Site Manager.
- Supervise and support cleaning team to achieve STEP standards set out in cleaning schedules.
- Cover cleaning duties where there is absence in the team

#### **Contribute as an effective and collaborative member of the STEP Central Team:**

- To participate in training to be able to demonstrate competence.

- To participate in first aid training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.
- Championing the professional integrity of the Trust.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on academy policies and interventions

### Safeguarding Commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and Anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **STEP Assistant Site Manager**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
Experience of current cleaning materials/ methods/appliances		✓	✓		
Basic IT experience and skills		✓	✓		
<b>Knowledge &amp; Understanding</b>					
Working knowledge and understanding of basic health & safety requirements.	✓		✓	✓	
Communicate clearly to all sections of the academy community both verbally and in writing.	✓		✓	✓	
Understanding of the principles of health & safety in an academy environment including COSHH.	✓		✓	✓	
Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the academy community.	✓		✓	✓	
<b>Skills &amp; Abilities</b>					
D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the academy heating system.	✓		✓	✓	
Ability to assist in the training and induction of new cleaning staff.	✓		✓	✓	
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.	✓		✓	✓	
Ability to adhere to working procedures and policies within the academy environment.	✓		✓	✓	
Ability to operate as part of a team or individually as required.	✓		✓	✓	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓		✓	✓	
Ability to carry out a range of administrative tasks, including stock taking.	✓		✓	✓	
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the academy.	✓		✓	✓	✓
<b>Personal Skills and Attributes</b>					
Take part in the Trust's performance management system.	✓		✓		
Enhanced DBS Check	✓				