

## **ASSISTANT SITE MANAGER JOB DESCRIPTION**

### **Line of responsibility:**

The Acting Site Manager will be directly responsible to the Site Manager. The post holder will work largely on his/her initiative subject to the general and specific direction of the Site Manager.

### **Job purpose:**

- To provide a professional and proactive service ensuring the academy operates effectively for the benefit of staff and students.
- Under the direction and instruction of the Site Manager undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of the site thereby ensuring a safe working environment.
- Work with the Site Manager and School Business Manager to coordinate the planning of activities, projects and maintenance in a proactive manner
- Be involved in the day to day Health and Safety of the academy, monitor, record tests and activities as directed by the Site Manager.

### **Main Duties and responsibilities:**

- Key holder duties, responsible for opening and locking of the site and ensuring the security of the premises and its contents
  - Attending the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism
  - Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, equipment, heaters, etc. are cleaned and maintained with any faults being reported
  - Giving adequate supervision to cleaning staff where applicable. Maintaining records of attendance, timesheets, leave, etc.
  - Cleaning of designated areas of the building and around the site
  - Carrying out portage duties and setting out furniture as and when required
  - Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gullies, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
  - In cases of emergency outside the working week e.g. intruders, fire, floods, etc. be required to attend for such as required
  - Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
  - To undertake minor repairs as required
  - Dealing with matters concerning building maintenance and general site issues, including arranging for quotes from contractors, managing works
  - Liaison and supervision of contractors on site, including ensuring log books are signed and site procedures are adhered to
  - Assist with legionella testing & monitoring
  - Assist with monitoring and recording the condition of asbestos
  - Assist with the Fire Risk Assessment, evacuation plans and procedures and testing of equipment
  - Assist in recording and monitoring of H&S/Compliance matters within the estates database
  - Ability to work flexibly at other sites as and when required to provide support
  - Ability to work in a professional manner and maintain confidentiality in the workplace
  - Perform the actions of the Site Manager where required

## **Additional**

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
  - The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that you are expected to adhere to our policies, procedures and guidelines.