



## **JOB DESCRIPTION**

**Job Title:** Assistant Site Manager  
**Grade:** B1 SCP 4 – 6  
**Reporting to:** Site Manager

### **Job Purpose:**

Under the direction instruction of the Site Manager and / or appropriate senior staff, provide of maintenance and security services on the Leeds Mathematics School (LMaS) site as directed by the Site Manager, thereby ensuring a safe and efficient working environment for all staff, students and visitors.

### **Duties include:**

#### **Security**

- Lock / unlock the LMaS site and areas within (as required).
- Assist with regular security checks.
- Operate alarm systems where appropriate.
- Cover evening events and lettings (as required).

#### **Cleaning and Maintenance**

- Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture.
- Collect and assemble waste for collection.
- Undertake cleaning duties including litter-picking.
- Undertake emergency cleaning duties.
- Provide emergency access to the school site.
- Undertake activities to maintain a safe and clean external environment.

#### **Resources**

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment / resources / materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables e.g. soap and towels (as required).
- Report faulty equipment and other maintenance requirements to the appropriate person.
- Maintain the security of the LMaS site by securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- To work alongside other colleagues to determine the smooth running of Open / Parents' Evenings.

#### **Organisation**

- Assist with the receipt, distribution, collection and despatch of goods.
- Assist and participate in the organisation and movement of furniture within the building.
- Maintain and arrange orderly and secure storage of supplies.
- Operate everyday equipment in accordance with instructions.

#### **Responsibilities:**

- Deputise for the Site Manager in his absence to ensure the smooth running of the site.

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- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- Participate in training and other learning activities and performance development as required.
- Treat all members of the LMaS community with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of students, staff, and visitors (in accordance with appropriate health and safety legislation) at all times.
- Assist the Site Manager in undertaking risk assessments and method statements.
- Assist the Site Manager in overseeing on-site contractors, ensuring they abide by the Health and Safety Policy and Keeping Children Safe in Education.
- Assist the Site Manager with health and safety checks and routine inspections, including fire safety equipment.
- Fulfil the role of a first aider in work by providing immediate and effective first aid treatment as and when required.

## **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six-month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Every member of staff at Leeds Mathematics School must be:

- committed to working as part of a whole school team and supporting the vision and aims of Leeds Mathematics School, and
- excited by the opportunity to be part of a 'start up' school but also accepting that working on a 'blank slate' demands flexibility, resilience, and creativity above and beyond 'the day to day' in an established school or college.

Criteria	Essential/ Desirable
<b>Qualifications</b>	
• Manual handling qualification.	<b>E</b>
• Working at height qualification/awareness of regulations.	<b>E</b>
• A first aid at work qualification or willing to work towards	<b>E</b>
• BIFM qualification or equivalent.	<b>D</b>
• NEBOSH national certificate in occupational health and safety.	<b>D</b>
• NEBOSH national certificate in fire safety and risk management.	<b>D</b>
• Asbestos awareness qualification.	<b>D</b>
• Full driving license (pre-1997) or Full driving license D1 (post-1997)	<b>D</b>
<b>Knowledge and Skills</b>	
• Ability to carry out basic repairs, including minor plumbing, unblocking drains, repairing furniture.	<b>E</b>
• Time management skills, including the ability to work to deadlines.	<b>E</b>
• A confident and effective problem solver and decision maker.	<b>E</b>
• Able to work under pressure and deliver results to tight timeframes.	<b>E</b>
• IT literate including MS package applications.	<b>E</b>
• Able to cope with the physical demands of the post.	<b>E</b>
• Excellent record of attendance.	<b>E</b>
• Good team member.	<b>E</b>
• Willingness to work flexible hours (including locking/unlocking the school for occasional evening / weekend events).	<b>E</b>
• Ability to solve problems and design solutions.	<b>E</b>
<b>Experience</b>	
• Experience of working within a site supervisory role.	<b>E</b>
• Supervision, training, and management of staff.	<b>E</b>
• Experience of working in a school environment or of working with young people.	<b>D</b>
<b>Continuous Professional Development</b>	
• Evidence of commitment to Continuing Professional Development.	<b>E</b>
<b>Other Conditions</b>	
• Enhanced DBS Clearance.	<b>E</b>

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