

Assistant Site Manager

Job Description & Person Specification

PURPOSE OF THE POST

- Assist the Estates and Facilities Manager and School Business Manager in their duty to ensure that school meets its statutory requirements
- Lead and work closely with all site staff to ensure that the school is safe, excellently maintained and cleaned. Also ensuring the school is welcoming to the pupils, staff, parents and visitors

DUTIES AND RESPONSIBILITIES

Control of Resources:

Personnel

- To be responsible for the direction, support and motivation of staff and facilities staff
- To line manager all premises staff
- To conduct regular meetings with site staff, the School Business Manager and contractors on site to issue instructions and receive reports on work in progress
- To lead and manage the Rota and job sheets for site staff and checking work allocated has been done
- To lead and manage the site staff, directing them in their duties and ensuring the highest standards of cleanliness are maintained
- To ensure all facilities staff are inducted as per the school policy and training needs such as safeguarding, are identified and addressed
- Train new cleaners in cleaning methods and correct use of equipment

Equipment and Materials

- Ensure the correct usage, storage and removal of equipment, materials and deliveries.
- Ensure the safe use and maintenance of equipment and materials.

Health and Safety

- Be responsible for the health, safety and welfare of self and colleagues in accordance with the school's health and safety policies and procedures.
- Carry out premises related health and safety checks on a regular basis including emergency arrangements and potential hazards within the school.
- Ensure that all health and safety procedures, as established by the school and required by legislation e.g. COSHH and legionella, are followed and records updated.

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- To report any problems relating to the safe use of the site/premises and take emergency action when required.
- Report and complete necessary paperwork relating to accidents/incidents where appropriate.
- To be qualified in first aid and provide first aid to staff, pupils and visitors as required.

Site

- To ensure the 'Every' system is accurate and up to date.
- To identify and manage repair and maintenance tasks that fall within the skills and expertise of the facilities staff.
- To be responsible for arranging any repair or maintenance work required beyond the competence of the facilities staff.
- To ensure that the necessary contractor vetting procedures have been undertaken and recorded, prior to any work from new contractors being carried out.
- To be responsible for the implementation of emergency procedures and of the action required in the event of a flood, fire, breaking and entering, vandalism, accident etc.
- To be responsible for the alarm systems and security measures on school site.
- To ensure the inspection of and recording the completion of any work by contractors.
- To ensure the securing of premises, arranging repairs and informing the police in the event of vandalism or breaking and entering.
- To be responsible for ensuring that repairs are undertaken such as small decoration and repair work.
- To be responsible for ensuring arrangements are in place for portorage in connection with the school equipment and supplies for general school purposes.
- Verify that work carried out by site staff or contractors is satisfactory, within budget and on time.
- Carry out regular inspections of the premises and carry out remedial action to minor defects without delay.
- To be responsible for the arrangement of the opening and closing of the school.
- To assist staff, if necessary, in Emergency/Accident cleaning.

Lettings

- Monitoring lessees and other external users of the site to ensure safe and appropriate use.
- Monitoring the site to ensure that the premises are secure.
- Liaising with the School Office regarding bookings.
- Completing and maintaining lettings records/registers.

Other

- Use ICT packages e.g. premises database, Microsoft Office, email and internet.

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- To be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
 - Appreciate and support the role of other professionals.
 - To work flexibly to meet the changing needs of the Partnership.
 - Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
 - Attend events or meetings out of normal working hours as required.
 - Undertake other tasks as reasonably requested by the Estates and Facilities Manager, School Business Manager or Headteacher.
 - Follow the school ethos and values.
 - To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.
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CRITERIA

Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL

- GCSE Maths and English at Grades C or above (or equivalent).
- Proven experience of building maintenance.
- Proven experience of building security duties, including alarm setting.
- Proven experience of supervising the work of others, for example cleaners and contractors.
- Experience of working within a team.
- Understanding of health and safety legislation and good practice in relation to cleaning and facilities management.
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DESIRABLE

- Recognised qualification in building maintenance, construction or engineering (City and Guilds).
- Experience of working in a similar role in a school / academy.
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CRITERIA

Ability, Skills, Knowledge, Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL

- Ability to articulate a sound education philosophy consistent with the school's aims.
- Enthusiasm for learning.
- Empathy with young people.
- A good range of Information Communication Technology skills.

DESIRABLE

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