

Job Description & Person Specification

Assistant Site Manager

Purpose of Post

To proactively assist the Site Manager in the maintenance, care and security of the school's site, grounds, buildings and equipment.

Key tasks and general duties

Support

1. Under direction from the Site Manager maintain the security of school premises by locking/unlocking school buildings and areas and securing entrances and exits when required and reporting potential security breaches as appropriate and carrying out emergency repair works in order to temporarily secure where necessary.
2. Operate building alarm systems as part of opening / closing procedures referring malfunctions etc as appropriate.
3. Under the direction of the Site Manager undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow or leaves, and keeping drains clear.
4. Carry out repairs, maintenance and improvements e.g. joinery tasks, plumbing, fix hardware to doors, changing light bulbs, installing equipment, unlocking drains etc.
5. Carry out proactive checks of the site, identifying areas for attention/maintenance and updating site team whiteboard, bringing to attention of Site Manager but carrying out repairs on the go wherever possible.
6. Assist and participate in the organisation and movement of furniture (e.g. exam desks, classroom and office moves, chairs, whiteboards, notice boards).
7. Assist with the delivery of resources within school.
8. Under the direction of the Site Manager, ensure that the school's grounds are maintained to the highest standards. This may include cutting and maintenance of grassed areas, maintenance of all flower and shrub beds, assistance with litter control, etc.
9. Under the direction of the Site Manager, ensure that routine maintenance activities are carried out efficiently with due compliance to relevant Health & Safety legislation, this includes portage and cleaning when required.
10. Liaise with school staff to support service delivery and interact with on-site contractors or suppliers receiving deliveries and providing secure access to work areas as required.
11. Operate equipment and tools associated with duties.
12. Carry out checks to school vehicles as directed by procedures and Site Manager instruction e.g. mini-bus, gardening equipment.
13. To take part in training and development activities as identified with line management and to take responsibility for personal training and development.

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14. Undertake any other duties of a similar nature as the Site Manager or his nominee may reasonably require.
15. To provide ad-hoc personnel cover to other schools within the Cranmer Education Trust as required.

Health & Safety/Safeguarding

1. Under the direction of the site manager, carry out routine monthly/weekly/daily compliance checks, relating to health and safety and risk assessment.
2. Follow risk assessments associated with tasks, use of tools, working at height, manual handling, lone working and other risk assessments as communicated relevant to role.
3. Support the programme for statutory compliance checks as directed by the site manager e.g. supervise contractors in carrying out legionella checks, fire alarm, electrical testing, etc.
4. Follow school safeguarding policy and procedures.

Administration

5. Respond to the duty mobile phone and office phone.
6. Maintain computer and paper records of checks – includes jobs book, daily /weekly/monthly checks, compliance recording.
7. Use PC to search for equipment, parts for remedial work.
8. Place purchase orders for equipment for repairs, unplanned work, emergency call outs etc either under the direction or the site manager or in his absence under the direction of the headteacher/nominated SLT/business manager.
9. Use of ICT equipment to check premises and personal email accounts on a daily basis.

General

10. Keep abreast of maintenance and safety best practice and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
11. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
12. Manage workload proactively and positively where possible - seeking guidance where necessary from the Site Manager.
13. Take a proactive role in maintaining a professional working environment.
14. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
15. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
16. Participate fully in staff training and development opportunities including attendance at staff meetings as directed, and work to continually improve own and team performance, sharing skills and expertise with others as required.
17. Undertake any other additional duties commensurate with the grade of the post.



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Contacts:

Pupils, staff, suppliers/contractors and visitors

Responsible to:

Site Manager, School Business Manager/ Deputy School Business Manager

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

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Qualifications		
Good numeracy and literacy skills	E	A/T
Qualified by experience in a maintenance field e.g. handyman, caretaker, maintenance role	E	A
Qualified by experience in a trade, for example, plumbing, joinery	D	A
A qualification at L3 or above relevant to the post	D	A
Health and Safety Qualifications (including IOSH, NEBOSH, Working at Height, Manual Handling, Risk Assessing)	D	A
Experience		
Maintenance experience, for example repairs, joinery work, plumbing, glazing	E	A/I/T
Experience of prioritising and able to deal with emergency situations, for example, fire alarm	E	A/I/T
Experience of using ICT to maintain accurate and up to date records	E	A/T
Experience of caretaking in an educational setting and experience of the school “cycle”	D	A/I
Experience of team working and individual working	E	A/I
Skills and Abilities		
Ability to work proactively – seek and sort issues independently	E	A/I
Practical approach to work, ability to follow instruction and prioritise	E	I
The ability to work to high quality standards, attention to detail	E	A/I
The ability to work under pressure and as part of a team	E	I
Hands on and able to support the variety of jobs that arise in a school setting	E	I
Ability and aptitude to maintain vehicles and machinery, for example, vehicle checks (tyres, oil, water, safety) gardening tools, general maintenance equipment, minibus	D	A
Ability to use MS office and computer packages to ensure the effective operation of the school heating and safety systems	E	A/I
Knowledge		
Knowledge of delivering building/maintenance related work	E	A/I
Knowledge of health and safety	E	A/I/T
Understanding of the wider safeguarding agenda working with children and young people	E	I

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Awareness of the potential health and safety risks and issues of site maintenance and school specific risks, e.g. lone working, fire, importance of statutory checks and tests	D	I
Work circumstances		
Able to work flexibly, according to the needs of the school including evening attendance	E	A/I
Willingness to keep up to date with new technologies and working equipment	E	A/I
Willingness to work with and support young people	E	A/I

A = Application

I = Interview

T = Test

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.