**JOB DESCRIPTION: ASSISTANT SITE MANAGER**

**Place of Work**: Based at Astor Secondary School. Required to be available for other school sites as directed by the Director of Sites /Chief Operating Officer

**Hours**: 37.5 per week, on rota between

* Early shift: 7am until 3pm
* Late shift: 10am until 6pm.
* Some flexibility will be necessary for the late shifts when the school has events on.

**Grade:** Kent Range 5

**Responsible to:** Director of Trust Sites / Chief Operating Officer

**JOB PURPOSE**

To be responsible for the security, maintenance and cleaning of the school.

**SPECIFIC RESPONSIBILITIES**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake general upkeep, minor repairs (i.e. not requiring qualified craftsperson) and maintenance, to ensure a safe environment and excellent appearance of the buildings and site.
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Maintain positive interactions and relationships with staff, pupils, visitors and colleagues in the Site Team.
8. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
9. Monitor materials and stock and/order supplies
10. Undertake general portage duties, including moving furniture and equipment within the school
11. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
13. Handle small amounts of cash for the purchase of materials to carry out repairs.
14. Procure quotes for routine maintenance work on school premises
15. Contribute to the management of the premises budget
16. Ensure the operation and maintenance of specialised equipment following training, for example sports / theatrical equipment

To take responsibility appropriate to the role for safeguarding and promoting the welfare of children and young people and to inform the DSL of any child protection issues that may arise.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

**Education/Qualifications**

* Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.

**Experience**

* Previous relevant experience

**Knowledge**

* Knowledge and expertise in minor maintenance and repair
* Knowledge of monitoring / ordering / financial procedures as required
* Knowledge of how own job fits into the activity and role of the Trust/ school/site
* Understands and able to apply Health and Safety procedures relevant to the job such as:
  + Manual handling;
  + safe use of machinery and/or equipment;
  + COSHH ;
  + First Aid and Hygiene Practice;
  + lone working procedures and responsibilities
* Able to recognise and to deal with emergency situations
* Will need to undertake training to keep knowledge up to date

**Skills and Abilities**

* Wider awareness of the related working environment eg client groups
* Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance
* Sufficient knowledge related to a range of Trust services and activities in order to train, coach and/or mentor others
* Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant
* Good interpersonal and teamworking skills.
* Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors’ schedules, etc.
* Ability to deal with everyday problems and to identify which problems should be referred to supervisor
* Ability to monitor job activities as required by the role
* Ability to understand information and advise and liaise with others accordingly
* Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate
* Has written and numeric skills in order to complete more detailed records and reports
* Ability to listen, observe and contribute to discussions as required for the role eg child care, work plans, etc.
* Ability to communicate using information technology as required for the role

Signed…………………………………………………………. Date………………………