

Associate Staff Job Description

Hours per week:	36 – Following the Site Team shift pattern which will include occasional weekend work
Weeks per year:	52
Job profile	
Post:	Deputy Site Manager
Responsible to:	Site Manager
<i>All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.</i>	

Core Purpose:
<ul style="list-style-type: none"> • The Deputy Site Manager reports directly to the Site Manager, on all matters relating to the day to day running of the school site. • The Deputy Site Manager will always adopt the highest level of professionalism to carry out the expected duties. • The Deputy Site Manager assists with responsibility for meeting the required standards of Health and Safety and working to the agreed rolling maintenance programme.
Key areas of accountability:
<ul style="list-style-type: none"> • To have read, understood and comply with GLF Policies and Procedures at all times. • Assist with ensuring that Health & Safety procedures are strictly adhered to and maintain and produce, on request, up to-date Health & Safety records. • Ensure that anything which is likely to affect safety of students or staff is notified to the Site Manager or School Business Manager immediately. • Assist the Site Manager to ensure all Health & Safety, Environmental and Waste Management Policies are adhered to. • To cover for the Site Manager in periods of absence. • Assist with ensuring site security and good practice is maintained at all times. • To monitor the operation of all premises related mechanical, electrical heating and water systems. Record readings as required. • Ensure all site administration is carried out in accordance with the statutory requirements. • Ensure all contractors work within the required specification and adhere to school policy. • Always represent de Stafford professionally in both personal appearance and conduct. • Carry out any other reasonable tasks in accordance with operational needs as requested by the Site Manager.

- Record and monitor inspections electronically in excel and word format.
- To assist with risk assessments.
- To ensure clean and safe pedestrian access to school and identified areas in adverse weathers conditions (e.g., snow clearing, gritting) – Report to site manager when salt stock is low.
- Carry out minor carpentry and plumbing repairs.
- Be responsible for monitoring site for graffiti and coordinate/undertake the removal of all graffiti on demand.
- Drive the minibus – advantageous, but not essential

Evening & Weekend Lets:

- Ensure the school is opened and locked for letting requirements as appropriate
- Ensure all hirers adhere to Health and Safety policies and procedures
- To liaise with the group and organisation hiring our facilities
- Ensure during evening and weekend lets that the hirer and their party are within the vicinities that they have hired only, and are not roaming the premises unattended, this applies to external grounds.

Other Duties:

- Be responsible for checking the collection and disposal of all refuse and liaise with contractors on any abnormalities – keep the site manager up to date with progress
- Maintain job sheets records and complete paperwork/returns as required
- To meet weekly with the site manager to discuss priorities and any safety issues
- To provide additional support to the site manager and team in the absence of a colleague
- To respond to out of hours' alarm calls
- To assist with school vehicle control on request
- To assist site manager with organising quotes, on request
- To attend staff meetings and training and be proactive in identifying potential training opportunities relevant to your role and for your team and for the benefit of the school
- On completion of training implement new practices ensuring new skills are used.
- Liaise with site team on completion of their training to ensure they are using their newly acquired skills
- Provide adequate seating and facilities to accommodate assemblies, school events, exams etc.
- Provide adequate storage to staff on request, using in house storage
- Test the fire alarm weekly, on a Friday
- Respond to emergencies when necessary in respect of break in, vandalism, system failure, or bad weather as directed by the Site Manager
- To be aware of and adhere to regulations, legislation and procedures i.e.: Health and Safety, COSHH, Data Protection etc.

Training & Continuing Professional Development:
<ul style="list-style-type: none"> Undertake professional development relevant to this role.
General:
<ul style="list-style-type: none"> Undertake any other duties that may reasonably be assigned by Line Manager or SLT, including Invigilation. Carry out break duties as required. <p>It is expected that as part of the Support Staff Team you will share your skills and knowledge to ensure the smooth running of the school's administration needs at all times. Your Line Manager will identify appropriate opportunities for skills exchanges to take place.</p>

Post Holder Signature:	Date:
Line Manager Signature:	Date:

Person Specification – Deputy Site Manager		
	Essential	Desirable
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths	√	
Recognised training/qualifications associated with premises management		√
Health and Safety qualification		√
Professional and Experience		
Experience in a building/site maintenance role including forward planning and problem solving	√	
Experience of supervising staff		√
Knowledge and Skills		
Proven building maintenance skills	√	
Good oral and written communication skills	√	
Ability to gather information and problem solve	√	
Ability to manage people directly and indirectly	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Knowledge of basic site maintenance and environment matter	√	
Knowledge of building maintenance works e.g., plumbing carpentry, electrical	√	
Good written and verbal communication skills	√	
Personal Attributes		
Enthusiastic team player	√	
Adaptable and supportive of colleagues	√	
Flexible	√	
Have a positive can-do attitude, energy and commitment	√	
Passionate and committed to the development of children/students	√	
Good time management	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		