

# Ludlow Junior School – Job Description

<b>POST:</b>	Deputy Site Manager
<b>GRADE:</b>	6
<b>HOURS:</b>	Full Time (37 hours per week, 52 weeks per year)
<b>RESPONSIBLE TO:</b>	Senior Site Manager

## PURPOSE OF THE JOB

To support teaching and learning as a member of the existing School Site Team, working closely with and reporting to the Senior Site Manager and deputising in their absence for all site related matters in line with the strategic oversight of the School Business Manager to promote continuity of business. This will include delegated responsibility for the in-house cleaning team along with operational responsibilities for the maintenance and development of the school buildings and its infrastructure, playground, footpaths, car parks, access points and mains services to a standard compliant with legislation and school policy.

## MAIN DUTIES AND RESPONSIBILITIES:

### 1. SECURITY

- Act as designated key holder/contact for police/emergency services during and out of normal school hours.
- Take responsibility for unlocking and locking access doors as a required routine.
- Have a shared operational role to facilitate the use of school premises for lettings and events during periods of closure, liaising with potential hirers and ensuring that all required security and safety checks have been conducted.
- Operationally support the security of the premises and its contents, including following forced or illegal entry and support the school policy in respect its requirement to hold and maintain an accurate asset register, including appropriate disposal of assets.
- Support school routines to ensure that property compliance is met as directed by the Senior Site Manager.
- Take responsibility for ensuring appropriate site security, key holding services and access systems are always in working order, specifically in line with the schools safeguarding policy.

### 2. HEALTH AND SAFETY

- Support all aspects of Health and Safety (H&S) including COSHH and SWP within the school for self and others.
- Operationally support the need for all emergency exits remain in good working order and free of obstruction.
- Ensure the completion of the Accident Book, as required.
- Be aware of, contribute to and comply with up-to-date site risk assessments in line with the school's policy for the school community and site team.
- Support all works undertaken within the School ensuring Health and Safety aspects and compliancy checks are included and accurate within the work specification(s).

- Take reasonable care of your own H&S and that of others affected by what you do.
- Ensure you identify the need for personal protective equipment and appropriate work items for you and the cleaning team and these are correctly used in accordance with training and instructions.
- Report all health and safety concerns to the Senior Site Manager as soon as is practicable.
- Undertake relevant H&S training and promote best practice across the wider school team.
- Operationally support the implementation and maintenance of all required records and inspections.
- Operationally support completion of Electrical Safety Testing (PAT and FAT testing) of all relevant site equipment, and ensure that mains installations are tested and in accordance with SWP.
- Ensure that in the event of the need for lone working (for self or others), that a risk assessment is conducted, completed and regularly reviewed to ensure that a lone worker is at no more risk than other employees.

### 3. ENERGY MANAGEMENT

- Operational support the recording and use of energy consumption.
- Operationally support the control of temperature across the site.

### 4. RESOURCE MANAGEMENT

- Operationally support the stock control and accessibility for the necessary consumable materials and equipment for the site team.
- Receive and check deliveries as required and verify delivery notes and invoices in a timely manner and submit to the Finance Officer for payment.

### 5. BUILDING AND PLANT MAINTENANCE/REPAIR

- Operationally support the regular and effective maintenance of heating plant equipment.
- Identify and carry out minor maintenance and repairs, as appropriate, to plant, equipment, furniture and the fabric of the building using the school's online ticketing system.
- Following minor emergency situations e.g. small fires, spillages, etc., ensure any mess is cleaned up, minor repairs are affected.
- Prepare orders for proposed repairs and maintenance work.
- Support the Senior Site Manager in delegated aspects of project management.

### 6. ENVIRONMENTAL MANAGEMENT

- Operationally support the collection and safe disposal of all waste materials and equipment. Ensure the safe and hygienic condition of the waste collection point.
- Ensure that all hard areas, play areas, drives, grounds, gardens – extending directly beyond the school perimeter, are kept neat and tidy and free of litter/debris – to Environmental Protection Act standards.
- Ensure that all approaches to the premises are kept clear of snow, ice and obstructions.

- Ensure that all drains, gullies, gutters and rainwater pipes remain clear, free running (subject to reasonable access).
- Aim to develop and maintain a positive and effective relationship across the infant and junior school sites, with a view to improving the learning environments of the school, and support the School's ethos in considering the wider community, and in particular our local residents.

## 7. TEAM WORKING

- Develop and sustain positive relationships with the immediate site team and wider team across the School.

## 8. CLEANING

- Operationally support the effective and efficient delivery of the provision across the school site, to include own cleaning responsibilities.
- Ensure that cleaning equipment is of a suitable nature and meets H & S requirements.
- Operationally support an annual schedule of deep cleaning as planned with the Senior Site Manager.
- Operationally support the cleanliness and upkeep and maintenance of the premises is sustained during school closures, lettings and events.

## 9. CONTRACT MONITORING

- Operationally support the contracts schedule and have oversight of the work of all external contractors involved in repairs or maintenance ensuring that contract specifications are complied with and that job sheets are appropriately verified in line with School policies and procedures.

## 10. EXTERNAL USE OF SCHOOL FACILITIES

- Operationally support lettings as agreed with the Senior Site Manager.
- Support and maintain a positive relationship with the Ludlow Junior School PTA in respect of their events.

## 11. ADDITIONAL

- Maintain good relationships with pupils, staff, visitors and users of the School's facilities.
- Ensure appropriate and effective communication at all levels to the school community in all aspects of the school's business.
- Assist in the safe security of the school minibus.
- Take an appropriate level of responsibility for own professional development .

**All staff have a responsibility to ensure that all School child protection policies are adhered and concerns are raised in accordance with these policies**

**Any other duties/responsibilities, determined by the Executive Head Teacher and Business Manager, without changing the general character or level of responsibility entailed.**