

Job Description
Assistant School Site Manager
Grade G5

Job Purpose

Under the direction of the Senior Site Manager and Site Manager the post holder is responsible for the maintenance and good working order of the School, so as to provide an appropriate safe and secure environment for the education of pupils and the work of staff and other stakeholders including hirers of the premises.

Any decisions which may have a significant impact on the site management of the school and/or significant effect on colleague or other stakeholders must first be discussed with the Site Manager.

Main Duties and Responsibilities

1. Maintenance of School Premises

- Support the Site Manager in site management of the school, ensuring the security, maintenance, cleaning standards and general well-being of the school premises.
- Ensure that the school is opened and closed at the designated times, as required, and check that all is in good order.
- Assist the Site Manager with identifying required repairs, reporting appropriate information to the Site Manager or, in his absence, the Head teacher
- Monitor consumption of gas, electricity and water through regular meter readings.
- Clean an agreed area of the school and additional cleaning tasks during the school holidays including floors and communal areas.
- Be proactive in maintaining excellent cleaning standards throughout the school.
- Maintain the grounds in a clean and tidy condition (including sweeping, clearing litter, cutting back plant growth, clearing up leaves, etc.)
- Ensure that required areas, including entrances and paths are accessible and clear of obstructions including snow or ice
- Undertake minor repairs, improvements, decoration of the school site.

2. Safety and Security of School Premises and its Contents

Attention to security is very important to ensure there is no unauthorised access during the hire period.

- Support the Site Manager in ensuring the safety of the site and the people on it at all times.
- When required, ensure that the buildings are secured after use, both internally and externally. This includes checking that all valuable equipment is in an alarmed area.

3. Other Janitorial and Support Duties

- Ensure safe working practices and the correct use of facilities, plant and equipment at all times.
- Operation of systems for light, heating, ventilation and hot water
- Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables, or moving water urns
- Assist with dining arrangements as required.
- Carry out emergency cleaning duties which may arise including bodily fluids
- Safe storage of all cleaning and COSHH materials
- Able to use cleaning machinery
- Other duties arising from the use of the premises

4. Lettings

To have overall responsibility for the supervision of the school premises during hire, including:

- Locking and unlocking the premises at agreed times

- Ensuring users keep a register of those on site and comply with Terms and Conditions for Hirers
- Carrying out security checks, including the site perimeter and frequent patrols of the schools grounds
- Operation of fire and security systems and procedures
- Ensuring the security and safe storage of equipment, apparatus and school property
- Responding to emergencies affecting the school premises
- Report any relevant information to the Site Manager or Finance Team as appropriate including e.g. Health & Safety, repairs and/or bookings issues

5. Customer Care

To promote a favourable image of Heathland Whitefriars Federation to all users of the site:

- To carry out your duties in a polite, efficient and cheerful manner, building and maintaining appropriate professional relationships with pupils, colleagues and other stakeholders
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
- To assist staff in the maintenance of good order by encouraging pupils to behave responsibly.
- To maintain a highly visible, friendly and approachable presence during lettings, at the start and end of the school day and at open events to assist public relations and help ensure safety and encourage responsible behaviour
- To present high standards of personal appearance in accordance with the schools ethos and values

6. Environment

- To demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction)

7. General

- Trouble shoot problems as they arise
- To have an understanding of and comply with relevant Federation Policies
- To undertake such other associated duties as may be required appropriate to the level of the appointment
- Able to use hand tools and electrical tools

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Last review date: July 2019

Executive Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____ **Date:** _____

**Assistant Site Manager G5
Person Specification**

Essential	Desirable
An honest, reliable and enthusiastic character	Experience as a school or college caretaker
Experience of property maintenance and site management	Experience supervising and directing cleaning staff
Experience of managing site security and storage of valuable items	Proven experience of key and entry system management
A good understanding of health and safety requirements re school premises	Evidence of having successfully undertaken health and safety training in relation to schools
Carpentry, plumbing and/or general handy person skills, and able to use hand and electrical tools	Experience of carrying out risk assessments
High standards of cleanliness, tidiness and organisation	
Ability to monitor, maintain and safely store resources and stock including hazardous materials	Experience of stock ordering and management
Good communication skills in spoken and written English	IT skills including use of email and Microsoft Word and Excel
Good interpersonal skills to maintain excellent relationships with staff, pupils, parents and contractors	
Excellent time management and punctuality	
Flexibility to meet the changing requirements of the school and hirers	
Ability to work as part of a team	
Ability to show initiative in a range of situations	
Willingness to train on cleaning and site maintenance machinery	
An understanding of and willingness to comply with the Federation's Equal Opportunities Policy	

Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be subject to a Disclosure Barring Service check.