

**JOB DESCRIPTION  
ASSISTANT SITE MANAGER  
GRADE G5**

**JOB PURPOSE**

To provide a clean and safe and secure environment for the education of pupils and the work of staff and other stakeholders including hirers of the premises. To work in shifts with the other members of the site team to ensure that all school activities are covered.

**MAIN DUTIES AND RESPONSIBILITIES**

- To Support the Site Manager with all aspects of premises management of the School, ensuring that security, maintenance, cleaning standards and emergency responses are prioritised and dealt with accordingly.
- To maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To take a pro-active approach to identifying repairs and renewals on a daily basis, taking immediate action where appropriate and reporting appropriate information to the Site Manager where further action may be required.
- To provide access to the school site out of school hours as requested.
- To operate safe working systems for lighting, heating, ventilation and hot water ensuring the correct use of facilities, plant and equipment at all times.
- To monitor consumption of gas, electricity and water through regular meter readings
- To carry out general portage duties including regular setting up of Assemblies and the Dining Hall and movement of furniture and a variety of equipment within the School.
- To undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection.
- To deal with problems, unexpected situations and emergencies
- To ensure that cleaning equipment is properly maintained and in good working order.
- To ensure adequate supplies of domestic consumables are in all classrooms and toilets.
- To carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- To work collaboratively with cleaning staff to ensure the smooth running and delivery of cleaning services.
- To take reasonable action to keep drains, downpipes, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- To report any need for repair or maintenance work to the Site manager.
- To carry out regular health and safety checks relating to the site, noting any hazards around the School including damage to playground equipment, and potential unsafe practices and report any issues to the Site Manager.
- To undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- To undertake basic record keeping as required.
- To welcome contractors on site and ensure that safeguarding procedures for visitors are followed on every occasion.
- To liaise with Site Manager about the school's requirements of contractors ensuring minimum disruption to the smooth running of the School and reporting any issues at the first opportunity.
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- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To use 'handyperson' skills, including the use of power tools to carry out duties, which may include minor repairs to furniture and fixtures and decorating tasks.
- To ensure that entrances, paths and car parks are accessible and clear of obstructions including gritting where snow or ice are present.
- To clean an agreed area of the school and additional cleaning tasks during the school holidays including floors and communal areas.
- Undertake minor repairs, improvements, decoration of the school site.
- To carry out the duties in the most effective, efficient and economic manner available.

## **OTHER SPECIFIC DUTIES**

### **CLEANING**

- To undertake emergency cleaning duties/activities e.g. spillages, (including bodily fluids).
- To direct, supervise and monitor cleaning staff in liaison with the Site Manager
- To be proactive in maintaining excellent cleaning standards throughout the school.
- To supervise the safe storage of all cleaning and COSHH materials.
- To ensure that cleaning machinery is operated within manufacturers' instructions.
- To monitor and order an adequate stock of appropriate materials and equipment in liaison with the Site Manager.
- To play an active role in the deep cleaning processes employed by the School on a rotational basis.

### **LETTINGS**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected have overall responsibility for the supervision of the school premises during hire, including:

- To lock and unlock the premises at agreed times
- To ensure users comply with Terms and Conditions for Hirers
- To carry out security checks, including the site perimeter and frequent patrols of the School's grounds
- To operate fire and security systems and procedures
- To ensure the security and safe storage of equipment, apparatus and school property
- To respond to emergencies affecting the school premises
- relevant information to the Site Manager or Head of Operations as appropriate including e.g. Health & Safety and repairs.
- To report any bookings issues to the Finance Manager.

- **GENERAL**

- To support the ethos and values of the School by treating pupils, parents, staff, visitors and contractors with care, consideration and courtesy.
- To carry out duties in a polite, efficient and cheerful manner, building and maintaining appropriate professional relationships with pupils, colleagues and other stakeholders.
- 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, help ensure safety and encourage responsible behaviour.
- To read and implement Federation Policies
- To play an active role in the life of the School.
- To be willing to undertake training at the appropriate level.

*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.*

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Please note that this 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 reviewed:**

**Headteacher / line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification – Assistant Site Supervisor

*Responsible to:* Site Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential / Desirable	Application Form / Supporting Statement	Interview	References
<b>Experience:</b>				
• Experience as a school caretaker in an educational setting	D	✓	✓	✓
• Experience supervising and directing cleaning staff	D	✓	✓	✓
• Proven experience of key and entry system management	D	✓	✓	
• Experience of managing site security and storage of valuable items	D	✓	✓	
• Experience of property maintenance and site management	D	✓	✓	✓
• Experience of carrying out risk assessments	D	✓	✓	✓
<b>Qualifications / Training:</b>				
• Carpentry, plumbing and/or general handy person skills, and able to use hand and electrical tools	E	✓	✓	✓
• Experience of stock ordering and management	D	✓	✓	
<b>Knowledge / Skills:</b>				
• IT skills including use of email and Microsoft Word and Excel	D	✓	✓	
• A good understanding of health and safety requirements re school premises	D	✓	✓	
• Flexibility to meet the changing requirements of the school and hirers	E	✓	✓	
• Good communication skills in spoken and written English	E	✓	✓	
• Ability to monitor, maintain and safely store resources and stock including hazardous materials	D		✓	
• Evidence of having successfully undertaken health and safety training in relation to schools	D		✓	
• Understanding of the needs of others and able to empathise	E	✓	✓	

<b><i>Personal Characteristics:</i></b>				
• To be punctual, reliable, and well organised	<b>E</b>	✓	✓	
• Good interpersonal skills	<b>E</b>	✓	✓	
• Ability to work productively as part of a team of professionals	<b>E</b>	✓	✓	
• Awareness of and a commitment to equal opportunities	<b>E</b>	✓	✓	
• Commitment to safeguarding & promoting the welfare of children, young people and adults	<b>E</b>	✓	✓	
Trustworthy and honest	<b>E</b>	✓		
• Pro-active, confident and able to use own initiative	<b>E</b>	✓	✓	
• Willingness to train on cleaning and site maintenance machinery	<b>E</b>	✓	✓	
• High standards of cleanliness, tidiness and organisation	<b>E</b>	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

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