

JOB DESCRIPTION AND PERSON SPECIFICATION: ASSISTANT SITE MANAGER

JOB DESCRIPTION

Job Purpose:

- To assist the Site Manager with the general management of the school premises. This will include a range of duties and responsibilities connected with the buildings and grounds of the school including: security, cleanliness, portage, routine maintenance and refurbishment, minor repairs and improvements to the general school environment.

Main Duties and Responsibilities:

General Responsibilities

- To take a proactive role in ensuring that the health, safety, hygiene and maintenance of the school premises and environment are effectively undertaken, reporting any issues to the Site Manager or School Business Manager (SBM).
- To undertake general minor repairs and DIY projects as directed by the Site Manager.
- To take up relevant training and development opportunities as directed.
- To undertake tasks as delegated by the Site Manager, SBM or Headship Team, ensuring Health & Safety and Safeguarding regulations are strictly adhered to.
- To assist with the monitoring of the performance of the cleaning contractor team and update the Site Manager / SBM as required.
- To promote positive values and attitudes in line with the school's Christian ethos,

Specific Responsibilities

1. Security and Premises

- To be a registered key-holder, ensuring the security of the premises and undertaking arrangements for associated call out duties in the event of an emergency (you will not be the primary key-holder i.e. first on call)
- To be responsible for the locking and closing up the school each evening.
- To carry out a daily check on all perimeter fences and the school playgrounds and gardens (cleaning, fixing or removing any hazards as required)
- To notify the Site Manager, SBM and the authorities of any damage to the building (obtaining a crime reference number if necessary) and secure the building
- To be responsible for assisting with the security of the school site and buildings and their contents; patrolling the school, opening and locking of gates, doors and windows and ensuring that security systems are activated accordingly

2. General Site Duties

- To assist the Site Manager in monitoring the day to day maintenance, repair and cleaning of the school.
- To ensure the school is kept clean and tidy and that the environment is safe and conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked for cleanliness and fresh supply of disposables, etc.
- To take steps to keep the premises free from infestation from pests and vermin.

- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To assist with ensuring all school floors are kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health and safety regulations are met.
- To provide a portering and stock, supplies and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school during your work hours are checked and delivered to the appropriate area or person as necessary under the direction of the School Business Manager or Admin Team Member.
- To ensure that the milk/fruit bins are cleaned
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To carry out emergency cleaning as required.
- To ensure premises are free from hazards, safe and warm and secure for pupils, staff and visitors.

3. Health and Safety

- To ensure that the site and all it comprises remain a safe environment at all times
- To ensure that the lighting, heating and other utilities are functioning appropriately and safely
- To ensure that the playground is safe and free from hazards
- To ensure that all working practices comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers, etc
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant and the school's Health & Safety Policy and procedures

4. Working With Others

- Build and maintain good, professional relationships with members of the school staff team
- Liaise with any contractors who need to work on site
- Work with the Site Manager to ensure that agreed duties are carried out
- Communicate clearly, professionally and in a timely manner showing due respect for colleagues at all times.
- All of the above points must be carried out in accordance with the specifications of the Head Teacher and the School Business Manager.

5. Grounds Maintenance

- To ensure that litter bins are emptied daily and that the site is kept clear of litter, debris and animal waste
- To weed paths, paved areas and gutters as required
- To snow grit all essential areas as required
- To ensure that all playground areas and paths are free from hazards and that drains and gullies are free flowing and clean (report and take steps to deal with any blockages as soon as possible)

6. Safeguarding and Welfare

- To have due regard for safeguarding and promoting the welfare of children and young people, following the child protection procedures adopted by Merton and the school's Child Protection and Safeguarding policy.

- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school.
- To read and understand part one of Keeping Children Safe in Education (KCSIE)
- To attend all safeguarding training as directed
- To be fully aware of the principles of safeguarding as they apply to children in relation to the worker's role.
- To ensure that the Designated Safeguarding Lead (or another member of the Safeguarding Team) is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

7. Additional Duties

- Undertake other duties that the Site Manager, School Business Manager or Headteacher may reasonably ask.

Key Essential Requirements

- To promote and safeguard the welfare of all children in the school
- To act in compliance with GDPR principles in respecting the privacy of personal information held by the school
- To comply with the principles of the Freedom of Information Act 2000 and GDPR in relation to the management of school records and information
- To carry out all duties with full regard to the school's Equal Opportunities Policy, Staff Code of Conduct, Child Protection Policy and all other relevant Policies
- To comply with the school's Health and Safety rules and regulations as well as with Health and Safety legislation

PERSON SPECIFICATION

Experience

Desirable

- Experience or skills in a trade
- Experience of working in a school environment
- Staff management experience

Professional knowledge and understanding

Essential

- Ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
- Ability to operate and understand electrical/mechanical systems
- Competent at basic building repairs and maintenance
- Able to use small industrial, electrical and mechanical equipment.
- Knowledge of safeguarding children and young people
- Awareness of health and safety

Skills & Abilities

Essential

- Physically able to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post

- Good level of written and spoken English
- Excellent numeracy and literacy skills
- Good ICT skills
- Able to manage own time effectively and demonstrate initiative including establishing priorities
- Able to prioritise and manage workflow within specific deadlines whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Able to manage people directly and indirectly
- Able to adapt to changing and conflicting demands
- Understanding and sympathy with the Christian ethos of the school

Qualifications

Essential

- Willingness to participate in development and training opportunities

Desirable

- GCSE Maths and English Grade C or above (or equivalent)
- Risk Assessment experience (and/or qualification)

