**MORPETH SCHOOL**

JOB DESCRIPTION

**ASSISTANTS TO SITE MANAGER (PREMISES STAFF)**

Grade NJC Scale 4 Salary £21,330 - £23,376 35 hours All Year Round

Hours:

Post One 10.30 am to 6.30 pm Monday to Friday

Post Two 5.30 am to 1.30 pm Monday to Friday

Post Three 9.00 am to 5.00 pm Tuesday to Friday full days plus Saturday 8.00 am to 1.30 pm (leaving 1.5 hours for relief duties when required).

**Responsible to:** Site Manager**/**Deputies

**Responsible for:** None

**Purpose of Job:** The Assistant Site Managers are responsible to the Site Manager or Deputies for proper maintenance and minor works, cleaning, security, heating, health & safety within the school premises and grounds and will be required to work alone at times.

The emphasis of the posts will be on the provision of an efficient, effective, healthy and safe range of premises management services to support the teaching and learning of students at the school.

The post-holders will be expected to participate in team meetings and training sessions as required and work alternative or longer hours at times.

This is a fast pace working environment and will require a good level of mobility and health.

All members of the Premises team are expected to undertake first aid training.

**Main Duties and Responsibilities:**

To be responsible to the Site Manager for the keyholding, security and health & safety aspects of the premises and contents.

To ensure that all services (i.e. heating, lighting and plumbing) are operating to satisfactory standards.

To pursue high standards of cleaning and maintenance throughout the premises, reporting and dealing with any issues as they arise.

**Job Activities:**

To carry out daily duties, mainly of a manual nature as directed by the Site Manager **or** Deputies.

To assist in the organisation and preparation of facilities for activities and events such as exams, parents evenings etc.

To be responsible for the receipt of deliveries and their safe-keeping.

To assist in all aspects of porterage within the school.

To assist in the school's daily programme of minor repairs, including carpentry, plumbing and general maintenance.

To assist in the school's planned maintenance programme, including painting and decorating.

Banking duties as required.

**Required Skills/Selection Criteria**

Awareness of the importance of Health & Safety and other appropriate legislation.

Practical skills to enable minor repairs and improvements to be undertaken e.g. carpentry, plumbing, plastering and general maintenance.

Ability to communicate effectively with staff, pupils, visitors and contractors and establish positive working relationships.

Flexibility and the ability to work independently or as part of a team along with being able to prioritise own workload.

Willingness to support the school's ethos and aims, including Equal Opportunities.

Willingness to deal with unpleasant substances on an emergency basis.

Willingness to work either to a pattern involving early starts/late finishing or evening and weekend duty as required.

A good level of physical fitness to be able to move freely and quickly around the buildings and carry out a range of manual tasks.