**Assistant Site Manager Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

**All staff will:**

* play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
* fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* model Hartsdown values to parents and students
* be positive, dynamic and challenging in all aspects of work
* foster the school’s inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* share direct accountability for the establishment of Hartsdown as an outstanding school
* take responsibility for their own learning and development
* develop the skills and talents of other members of the community
* ensure their own well-being and that of others by establishing an appropriate balance between life and work
* play an active part in the life of the school and its community
* develop social cohesion and positive links with the whole of our local community
* adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* agree annual performance targets, with a view to own continuous improvement
* undertake any other duties that may reasonably be required by the Headteacher.

**GENERAL DESCRIPTION OF POST:**

Under the management of the Site Manager, ensure the operation of site related functions and Health and Safety at the Academy and any other associated sites, to ensure they are a safe environment for students, staff and visitors.

Working hours may be subject to variation and call out at weekends; also unsociable hours will be necessary from time to time.

**Duties & Responsibilities:**

* Ensure, under direction from the Site Manager, that buildings and the site are secure, including during out of academy hours and taking remedial action if required
* Alongside the Site Manager, act as a designated key holder, providing out of hours and emergency access to the academy site
* Maintain a stock control system for all materials and keep a daily diary
* Operation and regular checks of systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Undertake general repairs and maintenance around the academy site, internally and externally, including woodwork, decorating and repairs on furnishings and buildings – working from condition survey data/schedules and as delegated by the Site Manager
* Arrange emergency repairs as directed by the Site Manager
* Arrange regular maintenance and safety checks as directed by the Site Manager
* In the absence of the Site Manager, oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
* Undertake general portage duties, including moving furniture and equipment within the academy and distributing incoming deliveries across the academy and associated sites
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
* To cover in the absence of the Site Manager or other team members
* Alongside the Site Manager, facilitate lettings and carry out associated tasks, in line with local agreements
* Complete regular risk assessment sheets in collaboration with the Site Manager
* Ensure litter is cleared daily in compliance with the Environmental Protection Act and carry out emergency cleaning as necessary
* Carry out daily inspection of the site to identify damage and/or vandalism
* Take meter readings from appropriate sites
* Maintain tools and equipment to ensure they are kept in good working order
* Groundskeeping

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable

March 2017

**Person Specification**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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|  | **CRITERIA** |
| **EXPERIENCE** | Previous relevant experience of upkeep and maintenance of buildings/grounds |
| **SKILLS AND ABILITIES** | * Use of wide range of machinery/equipment * Ability to maintain accurate and timely records as required by the role eg contractors’ schedules, etc. * Ability to deal with everyday problems and to identify which problems should be referred to Site Manager * Ability to carry out job activities as required by the role * Ability to understand information and advise and liaise with others accordingly * Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate * Has written and numeric skills in order to complete records and risk assessments * Ability to communicate using information technology as required for the role |
| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair * Knowledge of how own job fits into the activity and role of the area/site * Understands and able to apply Health and Safety procedures relevant to the job such as: * Manual handling; * safe use of machinery and/or equipment; * COSHH ; * First Aid and Hygiene Practice; * lone working procedures and responsibilities * Able to recognise and to deal with emergency situations * Will need to undertake training to keep knowledge up to date |
| **DEMANDS** | Ongoing physical effort is required to push, lift, bend and stretch and to carry furniture, equipment and supplies and carrying out maintenance tasks.  The post requires general awareness and sensory attention with periods of concentration for up to two hours whilst carrying out repair and maintenance work.  There will be occasional work related pressure from conflicting work demands with some deadlines and interruptions. |
| **WORKING CONDITIONS** | Post holder is required to work outdoors for a considerable proportion of the working week in all weathers. Post holder may be exposed to disagreeable working conditions e.g. cleaning up bodily fluids, working in confined spaces or with unpleasant/hazardous materials and exposure to dirt, dust and noise from machinery and equipment. |