



## **Job Description**

### **(Overview, Role Detail and Person Specification)**

<b>Role Title:</b>	<b>Assistant Site Manager</b>
<b>Reports To:</b>	<b>Site Manager</b>
<b>Hours:</b>	<b>See Below</b>
<b>Salary:</b>	<b>c£24k subject to experience</b>

### **Job Purpose**

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the College.

The Site and Maintenance Team are responsible for the day-to-day operational management, safety and security of the College site. The team are responsible for ensuring that the College is well-maintained, safe and secure site for all users.

The post-holder is responsible for carrying out a range of duties, following procedures and practices, relating to the College buildings and site and operation and maintenance of associated tools and equipment. This will enable the College to be prepared for its daily functions and after school, weekend and holiday activities. A further responsibility is assisting with the monitoring of the fabric condition of the school and making recommendations for maintaining high standards of repair and condition.

### **Main Responsibilities**

#### **Site Security**

- Work with the Site Manager to ensure that the whole site and building are safe and secure.
- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Carry out security checks as required.
- Ensure that all security systems are set at relevant times.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Assisting with inspections to ensure the College complies with Health & Safety requirements at all times.

## **Maintenance and General Management of Site**

- To make sure that the College site and buildings are clean, tidy, well maintained, organised and ready to use each day,
- To identify and draw to the attention of the Site Manager works and actions necessary to keep the College site well maintained.
- Assist the Site Manager to regularly inspect the College site and buildings to identify the need for repairs or improvements.
- Undertake numerous daily and seasonal maintenance, repair and decorations tasks around the site, inside and out as required to ensure a safe environment is maintained.
- Undertake essential maintenance work in accordance with requests submitted by members of staff.
- Ensure that the heating, plant and electrical systems are functional and maintained and managed in the most energy efficient way.
- Supervise approved on-site contractors to ensure the smooth operation of maintenance work on the College site, ensuring all requirements are met including the provision of risk assessments.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage.
- To move equipment, furniture, deliveries, supplies and materials around the site as necessary.
- Set out / put away furniture relating to College events.
- Work with the Cleaning Manager to ensure that the cleaning standards are maintained to a high quality standard.
- To be responsible for the checking of the College minibuses on a daily / weekly basis arranging for any maintenance and repairs to be carried out.
- Work with the Site Manager to ensure the efficient use of the College out of hours including supervision when required.

## **Other Duties**

- Assist in the supervision and performance management of Maintenance Officers.
- Attending appropriate training courses as may be required.
- To be aware of and comply with College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Site Manager / Bursar.

## **Hours of Work**

Full time role, 37½ hours per week on a shift pattern which rotates on a half termly basis i.e. one week of the early shift or one week of the late shift per half term. There will also be a requirement to be on call during out of hours for one week in every four. The school reserves the right to amend the finish time on the late shift as and when the needs of the school require it within the core shift of 07:00 to 20:00.

Term time:

- Monday to Friday 07:00 to 15.00;
- Monday to Friday 12:00 to 20:00;
- Saturday 08:00 – 14:00 (only required to work one Saturday every four weeks)

Out of term time:

- Monday to Friday 08.00 to 16.00.

## Person Specification – the ideal candidate will have

Criteria	Essential	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Full Clean Driving Licence</li> <li>• Authority to drive D1 Vehicles (minibuses or PSC licence)</li> <li>• Willingness to undertake further work related training.</li> </ul>	<ul style="list-style-type: none"> <li>• Trade qualification e.g. plumbing, electrical, joinery.</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience in the management and/or maintenance of buildings.</li> <li>• Experience of working with contractors and outside agencies.</li> <li>• Knowledge of basic plumbing, electrical and decorating repair procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school.</li> </ul>
<b>Skills, Attributes and Abilities</b>	<ul style="list-style-type: none"> <li>• Effective organisational skills.</li> <li>• Ability to work on own initiative.</li> <li>• Practical skills e.g. general maintenance and DIY.</li> <li>• Accuracy and attention to detail.</li> <li>• Ability to work as part of a team and meet deadlines.</li> <li>• Good communication skills.</li> <li>• IT Skills</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible with working hours to respond to the needs of the College.</li> </ul>	

St Bede's College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.