

HAYES PARK SCHOOL



Learning for Life

Assistant Site Manager Job Description

Post: Assistant Site Manager

Responsible to: Head Teacher, Site Manager, Assistant Head and Facilities Manager

Job Purpose: To assist the Site Manager to provide an effective site management service for the school, ensuring that the school provides a clean, safe and secure environment for its stakeholders. Required to provide cover during Site Managers absence in addition to normal contracted hours undertaking key roles and duties. All in accordance with school policies and guidelines.

General Duties:

To work as part of a team to perform a variety of duties as directed by their line manager to provide a secure, safe and clean environment for pupils, parents, staff and visitors. Contribute to the overall ethos/work/aims of the school.

Duties:

The normal duties will usually include the following:

Security

- Ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates, external and internal doors, closing windows and setting the alarm system;
- In the absence of the Site Manager, be a key holder and attend to call outs outside of normal working hours;
- In the absence of the Site Manager, provide access to the school site out of school hours as requested;
- Alert the Site Manager to any risk to a breach of security;
- Patrol the site to check for hazards, damages and intruders and take action in line with procedures.

Lighting and Heating

- Ensure that lighting is kept in good working order;
- Replace defective/inoperative light bulbs and tubes as appropriate;
- Report to the Site Manager any need for repair work or alteration to electrical systems as appropriate;
- Undertake any training necessary to be able to continue to operate the computer-controlled boiler system, in the absence of the Site Manager where appropriate.

Site Management Tasks

- Assist the Site Manager to carry out the redecoration programme and such minor maintenance work and repairs that do not require the employment of a contractor;
- Liaise with the Site Manager on a regular basis regarding site management requirements and duties/problems/developments in the school;

- Undertake any emergency repairs to maintain a safe environment e.g. broken lock, water leak, during active duty period.

Cleaning

- Assist Site Manager supervising cleaners and their duties;
- Cover for cleaners' absences;
- Undertake such cleaning tasks as required, for example toilets, floors etc;
- Remove graffiti where possible from all areas, windows and other surfaces as required;
- Restock towels, soap and toilet paper in toilets, washrooms, classrooms with sinks, etc;
- Be responsible, within reason, for the removal of simple toilet and drain blockages;
- Clean floors and/or furnishings after any sickness/spillages have occurred during the postholder's active duty period.

Porterage

- Assist in ensuring an efficient porterage service, to include the receipt, transporting and storage of goods that have been delivered to the site and the movement of all furniture and equipment;
- Undertake any other lifting tasks required by the School;
- Assist the Site Manager with the disposal of redundant furniture and equipment.

Site

- Ensure that playgrounds, paths and driveways are maintained to a satisfactory condition, sweeping, snow clearing and salting as required;
- Deal with the results of vandalism, advising the Site Manager of any necessary preventative measures or repair work;
- General supervision of the playgrounds and open areas surrounding the premises.

Lettings

- Cover lettings of school premises as required and in the absence of the Site Manager as appropriate whilst on duty, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting, in accordance with the Lettings Policy;
- Set up any equipment as required for lettings.

Contractors

- In the absence of the Site Manager, to induct and assist Contractors with any general queries as appropriate;
- Assist the Site Manager on the supervision of premises whilst contractors are on site during active duty hours, including opening and closing of the school and, within reason, report any damage made to the fabric of the building, furniture or fittings.

Training

- Undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner.

Health and Safety

- Ensure assistant site management duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required;
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'Lone Working' guidelines;
- Assist the Site Manager with programmed Health and Safety checks in order to maintain the high Health and Safety standards within the school;
- Complete relevant logs after Health and Safety checks.

General

- Assist the Site Manager in dealing with problems, unexpected situations and emergencies;
- Respond in a courteous manner to enquiries from the school community and external visitors as appropriate;
- Take part in the performance management cycle.

To undertake any other related duties commensurate with the general level of responsibility of the post which may be decided by the Head Teacher or Governors, in accordance with the changing needs of the school.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.

Signed:

----- Member of staff. Date-----

----- Head Teacher. Date-----

----- Chair of Governors. Date-----