

Post Description - Assistant Site Manager

Post Title:	Assistant Site Manager	Post Holder	
Learning Community:	Whole School	Reporting to:	Site Manager /School Business Manager
Liaising with:	HT; SLT; Learner Services Team & Administration Team	Line Managing:	Not Applicable
Post Type:	Permanent - whole year	Salary/Grade:	Band 3
Safer Recruitment Statement			
We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).			
Every member of staff is required to:			
<ul style="list-style-type: none"> • Actively work towards and promote the vision of the school • Support and contribute to the achievement of the School Improvement Plan • Support and contribute to the school's responsibility for safeguarding students • Undertake appropriate training to enhance personal development and post-performance • To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff 			
Role and Responsibilities			
In contributing to the whole school:			
<p>Professional Behaviours Demonstrate professional behaviours appropriate to the role. This includes sustained support for and promotion of the school's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions.</p>			
<p>Professional Standards</p> <ul style="list-style-type: none"> • To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels • To be professional, friendly, fair and firm with students, demonstrating standards of politeness and respectfulness that we wish them to emulate • To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with school • To provide a good role model for students • To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect • Using the Behaviour for Learning Policy, to deal with student behaviour in a manner which is appropriate to the context • To deal with students in a manner which conveys mutual respect • Not to behave towards students in a manner which is aggressive, intimidating, or demeaning in any way 			
<p>Accountability In the first instance the post holder is accountable to the Site Manager and then School Business Manager for the above role and for any additional specified responsibilities.</p>			

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Specific Responsibilities:			
<p>Security:</p> <ul style="list-style-type: none"> • Lock and unlock site, ensuring alarms are properly activated. • Undertake regular security checks and identify security risks. • Operate and respond to alarm systems where appropriate. • Respond to out of hours alarm in absence of Site Manager • Monitor CCTV and surveillance systems. • Cover Site Manager hours when absent due to annual leave/sickness etc. <p>Under the direction of the Facilities Services Manager:</p> <ul style="list-style-type: none"> • Ensure any hazards are prioritised and dealt with in a timely manner to prevent accidents • Undertake appropriate repairs e.g. Redecorating, fixing damages. • To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory. • To organise and carry out minor decoration. • To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves etc as agreed with Line Manager. • Operation of heating and lighting systems. • Identify defects and record and repair maintenance requirements. • Undertake cleaning duties such as graffiti removal and litter picking. • Undertake specialist cleaning tasks. <p>Resources:</p> <ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and productive working environment. • Promote and ensure the Health and Safety of students, staff and visitors at all times. <p>Organisation:</p> <ul style="list-style-type: none"> • Portering duties e.g. delivering mail, moving furniture and equipment. • Liaise with the external facilities lettings agency. • Other ad hoc duties as directed by line manager. • Assist in ensuring contractors adhere to the schools Safe Guarding policy and work safely at all times • To undertake overtime duties related to the authorised use of school premises <p>Other Duties:</p> <ul style="list-style-type: none"> • Ad hoc duties as directed by Site Manager or School Business Manager. 			
General points:			
<ul style="list-style-type: none"> • The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • This post description is current at the date shown below, but following consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title. • This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. • The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff. 			
Postholder:		Date:	
Headteacher:		Date:	
Last updated:	Jan 2024		

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