

Job Description – Assistant Site Manager

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Job Role: Assistant Site Manager

Reporting To: Site Service Manager

Hours of work: Full Time

Job Purpose

Within the Facilities Team an exciting opportunity has arisen for someone who is looking for new challenge and opportunity to broaden their experience. You will be a key part of a small maintenance team that is focused on excellent customer service and attention to detail.

Ensure all services are delivered in accordance with statutory Quality, Safety, Health and Environmental Policies and procedures.

Ensure the smooth running of the school in conjunction with the site manager and skilled Technician.

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Manage day to day service delivery under the site managers guidance, client and key stakeholders in line with contract and/or contract portfolio KPI's and local performance indicators.
- Plan, Priorities and delegate workloads to achieve objectives.
- Support the Site Services Manager in the development and delivery of Service Plans and Key Work Objectives to meet on-going and changing needs of stakeholders, clients and customers.
- To support the site services manager to liaise with contractors under the service manager's instruction, and to manager to the authority given by the site manager
- To manage the site team under the site managers instruction.
- Develop effective client and partner relationships to maximize benefit available from the utilization of directly employed staff and specialist sub contract support.
- Maintain professional relationships with colleagues, Teachers and users, eg reporting incident that may adversely affect service delivery and customer satisfaction.
- Work with site services manager, to put in place individual learning and development plans to deliver a high performing, highly trained and well-motivated team.
- Assist Site Service Manager in carrying out disciplinary measures as required.

- Carry out any technical maintenance tasks qualified and competent to perform.
- To actively seek defects found throughout the building and plan repairs.
- With the site services manager to plan and arrange all internal and contracted services to occur at times with minimal disruption to activities of the academy.
- Provide technical assistance to Site Technicians as required.
- Assist technicians with general duties if required due staffing levels.
- Participation in out of ours call-out process
- To cover other staff where necessary.

1. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at times within the stated policies and practices of the academy.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments
- Establish effective working relationships and set good example through their presentation and personal and professional conduct.
- Endeavor to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the Every Child Matters agenda.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and students.
- Contribute to the corporate life of the Academy through effective participation in meetings and management systems necessary to coordinate the management of the Academy.
- Take part in marketing and liaison activities such as Open Evenings and Parents Evenings
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with parents
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Fully subscribe to the Academy Values of Respect, Determination and Ambition, Tolerance and Integrity regarding themselves, the Academy and our young people
- Support and contribute to the academy's responsibility for safeguarding students.
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.

- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to academy's policies, procedures and core values as set out in the documentation available to all staff

Health and Safety Duties – Under the Site Managers guidance

- Maintain all safety, health and environment records as required by appropriate quality procedures
- Actively seek and maintain appropriate accreditation by ensuring that all work is delivered in accordance with policy and procedures.
- Participate when required in internal and external Quality/Environmental audits.
- Ensure the health and safety of Students, Staff and Supply chain providers.
- Ensure compliance with statutory health and safety regulations and policies.
- Ensure that all testing, inspections, maintenance, certifications are recorded and documented accurately and in compliant manner.
- Ensure all test, inspection results and corrective actions are recorded and documented accurately in a compliant manner.
- Carry out all duties which you are competent to do in a safe manner and in no circumstances attempt to carry out such task if you are not.

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.