

MEADOW HIGH SCHOOL

Job Description

Site Assistant Manager

Reports to	Site Manager
Grade of post	Scale 6 + SSA
Hours	36 hours per week on a shift basis (52 weeks per year)
Location	Northwood Road (Harefield Village), adhoc visits/cover on Royal Lane (Hillingdon) site

Purpose of the job Support Site Manager on a daily basis and during his absence.

Provide a site management service to Meadow High School at Northwood Road site and as and when needed to Royal Lane site. Ensuring that the school sites are kept to the appropriate high standards, as directed by the Site Manager. To ensure that the school provides a clean, safe and secure environment for its pupils.

Supervision exercised - In the absence of the Site Manager, to supervise the site team and proactively dealing with all matters arise. To supervise and share knowledge with 6th form students one day a week or as and when needed during their work experience for the site team.

Overseeing activities of - contractors, delivery staff, hirers of the premises, visitors and temporary staff. Ensuring that everyone adhere to Safeguarding and Code of conduct of the school.

Purpose of the role - To deputise for the site manager in all aspects of the role and will take on the full responsibilities of the site manager in their absence. They will be a fully participating member of the school community, willing to promote the ethos of the school, and have a positive attitude to the special needs and learning difficulties that the pupils experience. The postholder would be expected to take an active interest in the daily life of the school and take part in activities - curricular and non-curricular - that take place during and after the school day. The postholder is expected to maintain a high professional standard of conduct and professionalism.

Duties personally performed:

Site maintenance

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works and arrange contractors to rectify issues as and when needed.
- Maintain all equipment, tools and plant in a safe and good condition liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain schedules.
- Liaise with the school site manager in the preparation of maintenance and project work plans, ensure that regular PPMs are adhered to and manage reactive ticketing systems daily.

- Undertake routine inspections of the site, including daily maintenance checks as instructed by Site Manager.
- Maintain a record of all regular checks undertaken and report issues to Site Manager.
- Assist in the smooth operation of the heating and lighting systems throughout the premises.
- Exercising initiative in cases of emergency in order to prevent further damage and/or maintain security.
- Regular reviews and meetings regarding site with Site Manager
- Be aware of the location of essential services, including water isolation valves, fire points, drainage systems, gas and power supplies.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards, including the condition of boundaries, fencing, building exteriors and trees.
- Undertaking a reasonable amount of internal or external redecoration, to an agreed programme, particularly during school holidays or lettings as required.

Supervision

- Assist in the management of all contractors on site, ensuring that the specifications and all health and safety requirements are met, monitor their performance.
- Ensuring that all contractors are informed of the school code of conduct, safeguarding and site related documentation i.e. asbestos register.
- Check all contractor's documentation such as RAMS, DBS and any other work-related documentation.
- Supervise activity of Site Assistants and report all issues to Site Manager.

Student internship program

- Working with students to engage and encourage participation of work experience and the pathways programme at Meadow High School.
- Perform job analysis, task analysis, and job matching activities for students with communication and learning difficulties.
- Identify which supporting materials pupils may need, through discussion with job coaches, that pupils may need during the work placed learning (materials to be provided by education staff and training provided as needed on how to use these with pupils).
- To participate in the expanding pathways programme which will have students rotating tasks every half term within the premises team's remit.
- Problem solves issues as they arise and communicate with education staff over any concerns.
- Report any non-urgent issues regarding safeguarding, health and safety of individual students to the job coaches.
- Meet with job coaches on site to discuss student's progress.
- Working closely with job coaches to ensure that they are aware of the tasks that will be allocated to students to enable viable job coaching.
- To attend any internship/coaching training provided.
- To support in the creation of Risk Assessments for the internship programme.

Health and safety

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records with the school site manager.
- Participate in the continuing development of robust transparent health and safety systems and procedures. Support health and safety training initiatives.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.

- Taking every possible step to prevent accidents e.g. prompt removal of snow and ice, notification and cleaning of wet floor surfaces etc.
- Undertake annual child protection training as provided by the school and follow the schools safeguarding procedures.
- Seek immediate help if a significant or urgent health and safety concern arises.

Fleet management

- To adhere to management of the servicing, mot and repairs of the school fleet.
- To report and deal with any repairs as necessary.
- Monitor the servicing, checking and record keeping associated with the school transport to ensure they are carried out to the required standard.
- Monitor traffic on site including adherence to school rules; regularly assess and review traffic and parking to ensure optimal safety.

Fire and Security

- Unlocking all buildings in preparation for the school day. Disarming any alarm system (if and when required).
- As the second key holder, be prepared to attend out of normal working hours when required.
- Ensure internal security procedures are adhered to; reporting any issues to the school site manager.
- Regularly check fire equipment e.g. extinguishers for damage or expirations; maintain logs of all checks. Liaise with the site manager and fire and security contractors to arrange for servicing and repairs.
- Participate in the weekly testing of the fire alarm call points.

Cost effectiveness

- Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.
- Monitor the use of heating, lighting and other mains services to all areas of the site. Advising the school site manager in order to ensure the most economical use of fuel and water. Proactively seeking better ways of working and being creative in finding best practice to ECO approach.
- To obtain job quotes in line with the school policy and procedures.

Porterage

- Transfer goods and materials delivered to the school to appropriate locations around the school site always adhering to the principles of manual handling and with the use of mechanical aids when required.
- Assemble any furniture received where necessary and report any defects.
- Working closely with Reception/ Admin Team to ensure all objectives are met

Cleaning

- Adhere to waste procedures and ensure relevant staff are aware. At least half-termly ensure that all bins are clean, keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf blow and tree debris clearance, and refuse bin compounds.
- Monitor supplies of cleaning materials, personal hygiene products and sundry items; working with the site assistant to ensure effective replenishment.
- Ensure that cleaning products and chemicals are stored in line with COSHH guidance.

Administration

- In consultation with the site manager raising and following up maintenance requisitions for work that go beyond the capabilities of the site team as handy people.
- Ordering and certifying invoices for ancillary items e.g. protective clothing, toilet requisites, salt and cleaning materials when required.
- Submission of all meter readings as and when required.
- Attending site meetings (maintenance, contracts, new project planning, board of governors resources committee etc.) where required.

Lettings

- Preparing the required accommodation in accordance with the lettings regulations.
- Supervising the security of the site for the duration of the letting.
- Securing the premises on the completion of the letting.
- Support out of hours lettings as and when required or as specified in lettings rota

Safeguarding

- Promote the safeguarding of all pupils in the school.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing and recording concerns in a timely and accurate manner.

To ensure that Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the School, or elsewhere as may reasonably be required by the Headteacher of the School from time to time.

Date: May 2026

Signature staff member _____ Date __/__/__

Signature on behalf of school _____ Date __/__/__

Person specification Site Assistant Manager

Essential

- Have sound experience in general maintenance and repair
- Have experience in leading a team or demonstrate ability to team management
- Have experience working in schools, local authority settings or poses transferable skills from the private sector
- Have experience in light mechanics, scheduled maintenance and servicing
- Have a basic knowledge of plumbing
- Be physically fit as the job involves a lot of walking, heavy lifting and moving.
- Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- Be able to start work at 5.45am and be available to lock up at 6.30pm
- Have a full and clean UK Driving Licence
- Have a polite and approachable persona to get along with colleagues, children and the public
- The ability to deal on a credible level with contractors
- The ability to plan, schedule, monitor and evaluate work on own initiative
- Good interpersonal skills and the ability to work as a team member and to work with people at all levels
- Be prepared to work weekends and out of hours if required (school events, lettings, emergencies)
- Hard working and conscientious
- The post holder must be committed to the safeguarding and welfare of all pupils
- Undertake annual child protection training
- Be able to support pupils in the school that are developing workplace learning skills

Desirable

- Knowledge of health and safety regulations and the willingness to learn more
- Possess skills at managing and motivating staff
- Have previous experience of FM systems and software's

Qualifications & certification

- Hold certification or qualifications in plumbing, electrical – Desirable
- Hold certification or qualification in Health and Safety – Desirable
- GCSE or equivalent – Essential
- College diploma/ NVQ qualifications in maintenance, H&S or similar – Desirable

Continuous development

- Willingness to learn and gain additional certification and qualifications - Essential
- Share ideas and proactively seeking better ways of working - Essential