



Job Description

Job Title:	Assistant Site Manager
Salary Band:	Band C; points 8-14, £24,702 - £27,334 per annum
Contract:	Permanent, Full-time, 37 hours per week, 52 weeks per year, Monday to Friday

Overall Responsibility

The position holder will assist the Site Manager in take a leading role in making buildings safe environments for all, assist in maintaining the school premises and grounds and contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures.

Main duties and responsibilities:

- Ensure effective communication between staff, contractors and others as appropriate.
- Carry out basic maintenance and repairs around the school site
- Ensure buildings are open and staffed for all school activities and agreed lettings.
- Act as key holder for out of hours emergencies.
- Respond to emergencies including Fire Marshall duties as directed and managing the fire panel in the absence of the Site Manager
- Work with the Site Manager / Trust Facilities Manager in monitoring the work of all contractors.
- Ensure that all furniture arrangements and accommodation requests are in place on time.
- Assist the Site Manager / Trust Facilities Manager to develop, maintain and review the Asset Management Plan to provide a costed, prioritised, rolling programme of repairs and maintenance work
- Make good or report, as appropriate, items of damage or disrepair around the sites.
- Ensure the appropriate movement of school furniture for Parents' Evenings, etc.
- Ensure the distribution of all deliveries around the sites.
- Supervise the changing of electrical fluorescent tubes where necessary.
- Attend callouts and, if necessary, conduct emergency boarding up to secure the school premises - challenge intruders where appropriate.
- Ensure the efficient operation of the school's heating system, and ensure that the boiler house is clean, tidy and safe.
- Ensure that acceptable working temperatures are maintained all year round.

- Ensure the economic use of the school's energy supplies, e.g. switching off unnecessary lights.
- Provide site support across the Trust estate, providing cover for absence, holidays and where necessary in line with Trust's business needs.

Health, Safety and Security

- Monitor the cleanliness and safety around the school.
- Actively support and assist in the checking for electrical safety of school electrical equipment.
- Ensure the correct operation of the fire alarms by regular testing.
- Work with the external contractors to check and ensure the correct working conditions of all fire-fighting equipment.
- Attend after school activities, lettings and meetings, as necessary.
- Ensure portage provision for members of staff.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Trust Facilities Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually 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 School 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 Executive Principal or the incumbent of the post.