



Job Description

Assistant Site Manager

37 hours per week (flexibility required), 52 weeks per year

Reports to: Premises Manager

Salary Range: Kent Range 6/7 (depending on experience)

Purpose of job: To work with and support the Premises Manager in maintaining the site and buildings, to be responsible for the security of the school site, and to ensure a safe, clean and attractive environment for students, staff and visitors. To be the main point of contact inside school in the Premises Manager's absence, working to a rota to cover site opening, closing and alarm call-outs.

Main Duties & Responsibilities

- To be responsible, as part of the Premises team, for unlocking and locking the school site each day and for general security at all times. Some flexibility will be required to cover other members of the team and when school functions are planned. Weekend/Evening work may be required to cover lettings.
- To be aware of Health and Safety issues, removing hazards where possible and reporting matters of concern to the Premises Manager or in his absence to a member of the Senior Management Team. To be aware of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself or others and to co-operate in meeting statutory requirements.
- To maintain and check the school minibuses regularly, reporting any problems to the Premises Manager.
- To assist with monitoring the burglar alarms, fire alarms and security systems carrying out regular checks as per the maintenance schedule. To be part of a rota of staff who attend in case of emergency alarms outside of working hours.
- To be the main point of contact for the Premises team and wider school community when the Premises Manager is absent.
- To assist with general groundskeeping alongside the Groundsman and wider Premises team.
- To operate the boiler houses, heating plants and maintain appropriate records.
- To receive and check deliveries of goods, distributing as necessary and to send the relevant paperwork to the Finance Department.

- To ensure the paths, drives, playgrounds and all external areas are tidy and safe. Litter bins to be emptied daily and the paths to be kept clear in all weather.
- To carry out quality repairs, decoration and maintenance where required, including proactive maintenance checklists to ensure compliance.
- To carry out emergency cleaning in key areas as directed by the Premises Manager.
- To help out with caretaking for school functions, (overtime or time off in lieu by arrangement).
- To maintain tools and equipment to ensure they are kept in good working order.
- To be proactive in finding solutions to problems which may arise on a daily basis and to take steps to ensure the school runs as smoothly as possible.
- To be aware of child protection procedures and the school's commitment to safeguarding and promoting the welfare of children and young people.
- To participate in Performance Management reviews with your Line Manager and be prepared to undertake training appropriate to the responsibilities of the post.
- To adhere to professional and staff codes of conduct at all times and to support the ethos and community of The Judd School and to contribute fully as a team member.

Personal Specification

These selection criteria are the skills and experience required for this position:

Essential

- Excellent DIY skills (decorating, carpentry and/or plumbing skills)
- Efficient time management skills, with the ability to work well under pressure and to organise your workload to enable you to meet tight deadlines

Desirable

- Experience of working in a school or college environment

Personal Qualities

- To be self motivated and proactive, keen to take on new challenges and opportunities as they arise
- Flexible attitude and a 'can-do' approach, with ability to use initiative to resolve difficulties
- To be able to develop good working relationships with colleagues, pupils, parents, and contractors, willing to assist other members of the team where necessary
- Reliable with good time management and high attention to detail
- A good sense of humour

It is the nature of work in school that many tasks are unpredictable and varied and flexibility is therefore required. There may be occasions where tasks are required which are not specifically covered in this job description.

This general job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.