



<b>Job Title:</b>	Assistant Site Manager
<b>Contract;</b>	Full Time Full Year; 37 hours per week, 52 weeks per year, Monday to Friday
<b>Salary:</b>	Band C; points 8-14, £20,493 - £23,080 per annum
<b>POSTHOLDER:</b>	Vacancy
<b>LINE MANAGER:</b>	Site Manager

#### **OVERALL RESPONSIBILITY**

- To assist with the Site Manager in take a leading role in making the school a safe environment for all.
- To assist in taking a leading role in maintaining and developing the school premises and grounds.
- 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.

#### **Specific Duties**

- Ensure effective communication between staff, contractors and others as appropriate.
- Carry out basic maintenance and repairs around the school site
- Provide sound advice to the Site Manager / Executive Principal on matters relating to the management and development of the site.
- Ensure the School is open and staffed for all school activities and agreed lettings.
- Provide advice on developing the grounds to enhance facilities and ensure efficiency in their upkeep.
- Ensure that arrangements for securing the premises and contents are in place.
- Ensure systems are in place for emergencies including emergency repairs and call-outs.
- Work with the Site 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 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 School.
- Ensure the appropriate movement of school furniture for Parents' Evenings, etc.
- Ensure the distribution of all deliveries around the school.
- 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.

### **Health, Safety and Security**

- Act as a member of the School's Health, Safety & Welfare Committee, in the absence of the Site Manager.
- Monitor the cleanliness and safety around the school.
- Ensure that all work (maintenance and development) complies with relevant Building, Health and Safety, and County regulations.
- Ensure provision for all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and ensure that all Health and Safety issues are addressed appropriately.
- 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.
- Take responsibility for precautions necessary to prevent fire or flood damage.
- Conduct regular patrols of the school premises during school holidays – ensuring the security of the buildings.
- Key holder responsibilities and ensuring key holder cover during school holidays.
- Attend after school activities, lettings and meetings, as necessary.
- Ensure porterage 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 Principal, 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 Principal or the incumbent of the post.

Compiled by: Mrs C Keys	Revision Number 3
Approved by: Mr S Steinhaus	Revision Date - 14/09/2021