# **JOB DESCRIPTION**

**Job Title:** Assistant Site Manager

**Salary: B1 £18,426 Actual £9,960**

**Hours:** 20 hours per week

**Responsible to:** Site Manager

**Role:** Under the direction / instruction of the Site Manager and / or appropriate senior staff, assist in the provision of maintenance and security services on school premises thereby ensuring a safe working environment. Driving the school minibus as required. Working hours may include split shifts.

**Duties include:**

**Security**

* Lock / unlock school buildings and areas (as required)
* Assist with regular security checks
* Operate alarm systems where appropriate
* Cover lettings (as required).

**Cleaning and Maintenance**

* Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
* Collect and assemble waste for collection
* Undertake cleaning duties including litter-picking
* Undertake emergency cleaning duties
* Provide emergency access to the school site
* Undertake activities to maintain a safe and clean external environment.

**Resources**

* Ensure the maintenance of a clean and orderly working environment
* Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
* Undertake basic record keeping as directed
* Refill and replace consumables e.g. soap and towels (as required)
* Report faulty equipment and other maintenance requirements to the appropriate person
* Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate
* To work alongside other colleagues to determine the smooth running of Open / Parents’ Evenings.

**Organisation**

* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions.

**Responsibilities**

* Deputise for the Site Manager in his absence to ensure the smooth running of the site
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings and training as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
* Oversee specialist premises events in the absence of the Site Manager
* Assist the Site Manager in undertaking risk assessments and method statements
* Assist the Site Manager in overseeing on-site contractors ensuring they abide by the health and safety policy
* Assist the Site Manager with health and safety checks and routine inspections including fire safety equipment

**Driving**

* Drive the school minibus
* Be responsible for small groups of students whilst driving the minibus
* To complete documentation on daily inspections of the minibuses
* To be responsible for the routine cleaning of the minibuses
* To be responsible for all test certificates being kept up to date.

All duties outlined are within the provisions of the Local Agreement for Superintendents.

There may be a need to work outside of “school hours” and off “school premises” as required by the Academy.

The Ruth Gorse Academy enforces a strict no smoking policy on the school grounds.

*The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure).*

*We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

*All staff are required to undertake mandatory Child Protection Training shortly after taking up post.*