



JOB TITLE: Site Management Assistant
SCHOOL: Longdendale High School
GRADE: D – Scale Point 7 - 10
HOURS: 36 hours per week (all year round) shift pattern to be discussed

PURPOSE OF POST:

To contribute to the management of the school's facilities management service through the effective use and maintenance of school buildings, premises and resources. The role will involve lone working, particularly during opening up and locking up the school site.

KEY RESPONSIBILITIES:

Maintenance

- To assist the Site Manager in carrying out routine and everyday maintenance, including: replacing broken windows; general painting and decorating; unblocking sinks, toilets, grids, drains; fitting notice boards, whiteboards, shelves, coat hooks; changing light bulbs; door maintenance; fixing window catches; mounting and hanging of displays.

Cleaning

- To assist the Site Manager in removing snow from main entrances and to treat paths and steps with salt during periods of ice and snow.
- To collect litter from collection points and remove to bin areas.
- To report blocked drains and gullies and ensure that general surrounds of the buildings are tidy and litter free.
- Act as point of contact for contracted cleaning services in Site Manager's absence.

Locking and Unlocking of Buildings

- To be an identified key holder for the school's building and grounds.
- To assist in the opening of the buildings and switching off alarms, when required.
- To ensure that the premises are vacated before securing.
- To ensure that the buildings are secured, including windows, outbuildings and gates, and alarm (burglar and fire) are set and working before leaving the site.
- To attend the site outside of normal working hours in the event of an emergency call-out and to take appropriate action in the event of a call-out.



Health, Safety and Security

- To report any security risks to the relevant person.
- To organise the boarding up of windows for security purposes.
- To help check, as far as is reasonably practicable the identity of persons entering the building.
- To undertake safety audits of the premises and assist with relevant risk assessments as required such as routine weekly fire alarm tests.
- To undertake the duties of a first aider.
- To work with or direct contractors (with support from the Site Manager) with repair or maintenance jobs and ensure their work complies with specified standards and health and safety requirements.
- To promote and encourage safe working practices for students, staff and visitors in accordance with appropriate risk management and health and safety legislation.

Heating and Lighting

- To ensure the provision of heating and lighting as necessary and setting of controls as appropriate.
- To ensure as far as possible that heating and lighting are not provided unnecessarily to ensure optimum sustainability within an eco-friendly environment.
- To assist in the checking of lights, together with replacing bulbs, tubes and starter switches to a safe height where necessary.

Day-to-Day Operations

- To set out furniture for school events and re-arrange after school events.
- To help prepare for examinations, including covering the Sports Hall floor, setting up exam desks, and setting out chairs.
- To assist at school events if they occur outside normal working hours, e.g. open evenings and consultation evenings.
- To prepare classrooms and meeting rooms to be used by students, staff and the community.
- To help in the receipt of deliveries of goods to the college and their transfer to the relevant area.
- To assist in the checking of clocks, altering at the start and finish of BST, and replace clock batteries where necessary.
- To help to deliver items to, and collect items from, various suppliers and organisations.
- Light portorage duties.
- To undertake any other duties of an equal nature as assigned by the Site Manager.
- To be responsible for maintaining records, information and data as required.
- To monitor and manage stock, undertaking audits as required.



- Any other duties as required by the role.

Safeguarding

- Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and the Prevent Strategy.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.