

Laurel Lane Primary School

Job Description	
Post Title:	Assistant Site Manager at Laurel Lane Primary School and St Martin's CoE Primary School
Responsible to:	Site Manager
Salary	Scale 4 £22,377-£23,607 per annum
Hours	36 hours per week, all year round - split shifts typically 7.00am-10.30am and 2.30pm-6.00pm. During school holidays hours are more likely to be day shifts
Key Areas of Responsibility	<p>The Assistant Site Manager will support the Site Manager with the maintenance, health and safety and smooth running of the Site as a whole. This will include supporting the Site Manager to ensure both schools have the right systems in place to enable planned and reactive maintenance to be effective, Health and Safety including Fire maintained to the highest standard and a good service to each school is provided on a day to day basis.</p> <p>The core tasks for the role are -</p> <p>Core Tasks:</p> <ol style="list-style-type: none"> 1. Site maintenance 2. Fire and Security 3. Health and safety 4. Cleaning and welfare 5. Portering
1. Site maintenance: Supporting the Site Manager in maintaining the site in a good state of repair and appearance, including all buildings, facilities, drives and pathways, grounds and gardens.	<p>Principal tasks:</p> <ol style="list-style-type: none"> 1. Understand the mechanics of each school's heating, water, energy and security systems 2. Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works. 3. Following and implementing the schedule of works, statutory checks and maintenance needed to maintain the school. 4. Under the direction of the Site Manager ensuring the maintenance of all equipment, tools and plant in a safe and good condition, liaising with external suppliers and services where necessary. 5. Ensure the school grounds are maintained to a high standard including all lawns and beds; ensure grounds are litter free. Where required by the Site Manager, liaise with external contractors to maintain cost-effective schedules. 6. As agreed with the Site Manager liaise with contractors and be a point of contact. 7. As agreed with the Site Manager specific actions in ensuring the heating and lighting systems throughout the premises are working: arrange to remedy any problems and to participate in cost saving projects. 8. Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these. 9. Regularly inspect all drains and gullies for blockages remedying as necessary including external kitchen grease trap.

	<ol style="list-style-type: none"> 10. Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees. 11. Ensure the premises are adequately heated and lit for work and that security lights are fully working when the building is not occupied. 12. Report to the Site Manager when repairs are necessary to achieve any maintenance on site. 13. Replacement of fluorescent tubes, bulbs, shades, diffusers and starters as required using appropriate access equipment. 14. Undertake site maintenance work within Health & Safety legislation. 15. Keep all areas clear of ice, water leaves and moss, using appropriate equipment
<p>2. Fire and Security: Supporting the Site Manager to ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviews and updated as necessary.</p>	<p>Principal tasks:</p> <ol style="list-style-type: none"> 1. Working effectively with the Site Manager to ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems. 2. Supporting the testing of lock down procedures. 3. Be a key holder and be prepared to attend out of normal working hours as and when required. 4. Ensure internal security procedures are adhered to; reporting any issues to the Site Manager 5. Monitor traffic in the car park including adherence to school rules. Regularly assess and review traffic & parking policy to ensure optimal safety. 6. Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff. 7. Be vigilant of any strangers on site, challenge all visitors and report as necessary. 8. Ensure the school site is secured at the end of the day including windows, exit doors, gates and re alarm the system at the end of the normal school working day. 9. Make sure that keys and locks work and are maintained. 10. Keep an accurate record of key holders. 11. Keep an accurate record of system users for the alarm. 12. Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Under the direction of the Site Manager liaise with the fire and security contractors to arrange for servicing and repairs. 13. Support the Site Manager to ensure actions from the Annual Fire Risk Assessment are completed 14. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. 15. Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board. 16. Support the Site Manager with effective lettings; clients to be briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover may be required in connection with school events and lettings.

<p>3. Health and safety: To ensure all health and safety checks are carried out on a daily, weekly, monthly and termly basis to comply with the Health and Safety Regulations.</p>	<p>Principal tasks:</p> <ol style="list-style-type: none"> 1. To ensure that all aspects of Health and Safety in both schools are addresses proactively and in line with the H&S policy and statutory requirements 2. Support the Site Manager in developing the environmental and building risk assessments for the schools and act as an advisor on risk 3. Carry out all daily, weekly, monthly, termly, annual inspections and keep records using the on line system 4. Monitor contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. 5. Carry out weekly inspection of whole school and rectify any easily solved H&S problems. 6. Ensure appropriate Legionella checks are carried out and recorded. Support the Site Manager with the review Legionella Risk Assessment and identify actions required. 7. Support the Site Manager with the Asbestos Management Plan and review annually or sooner if needed. Implement the risk assessment associated with asbestos and in line with legislation 8. Participate in the continuing development of robust, transparent health and safety systems and procedures. 9. Support health and safety training initiatives 10. Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
<p>4. Cleaning and welfare: Participate in and ensure that the site is kept clean, tidy and attractive in order to minimize risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.</p>	<p>Principal tasks:</p> <ol style="list-style-type: none"> 1. Ensure high standards are maintained, operatives efficiently employed and value for money achieved. 2. Ensure refuse and recycling procedures are implemented and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents. 3. Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, and refuse bin compounds. 4. Carry out emergency cleaning as required. 5. Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items, working with the cleaners to ensure effective replenishment.
<p>5. Portering: Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.</p>	<p>Principal tasks:</p> <ol style="list-style-type: none"> 1. Transfer goods and materials delivered to the school to appropriate locations around the school site. Assist with assembly of goods received where necessary and report any defects. 2. Regularly set out and clear away furniture, equipment and other items when required in connection with school worship, parents' evenings, special events, dining hall and so on. 3. Supervise and assist with the erection and dismantling of temporary structures such as gazebos as required.
<p>General</p>	<ol style="list-style-type: none"> 1. Participate in the school's Performance Management system. 2. Adhere to the Child Protection policies in place 3. Keep up to date with current legislation and regulations concerning the site and its management 4. Any other duties commensurate with the general level of responsibility of the post which may be decided by the Head of School and Site Manager in accordance with the changing needs of the school.

Training	1. Attend training courses as approved by the Head of School and Site Manager
Equal Opportunities	1. Understand the Trust's Equal Opportunities Policy with regards to pupils, staff, parents, governors and visitors.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head of School.

Person Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working alongside people as part of a team 	<ul style="list-style-type: none"> • Member of the British Institute of Facilities Management or equivalent
	<ul style="list-style-type: none"> • Experience of Health and Safety and Risk Assessment 	<ul style="list-style-type: none"> • An IOSH, or NVQ Level 4 Health and Safety qualification
	<ul style="list-style-type: none"> • Handy man skills 	Experience of premises or building related work
	<ul style="list-style-type: none"> • Confident with excel, word and using on line reporting and recording systems 	
	<ul style="list-style-type: none"> • The ability to achieve challenging professional targets/objectives 	
Personal skills and attributes	<ul style="list-style-type: none"> • Decision making skills – the ability to investigate, solve problems and use initiative 	
	<ul style="list-style-type: none"> • Be proactive in solving problems and risks 	
	<ul style="list-style-type: none"> • Communication skills – both oral and written and the ability to make points clearly and understand the views of others 	
	<ul style="list-style-type: none"> • Good organisational skills 	
	<ul style="list-style-type: none"> • Commitment to the security, child protection and well-being of the school 	
	<ul style="list-style-type: none"> • Reliability and integrity 	
Physical requirements	<ul style="list-style-type: none"> • Able to meet the physical requirements of the position 	
	<ul style="list-style-type: none"> • Ability to work at high levels with appropriate equipment 	
	<ul style="list-style-type: none"> • Ability to deal with some manual handling 	