

# RAINHAM MARK GRAMMAR SCHOOL

## ASSISTANT SITE MANAGER: JOB DESCRIPTION

### Line of responsibility

The assistant site manager will be directly responsible to the Premises manager.

### Job purpose

The assistant site manager is responsible for:

- Assisting the line manager in ensuring that the school site/s and grounds including extended school facilities are maintained in a safe, clean and secure condition.
- Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school.
- Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties.
- Assisting in the provision of advice, training and assistance in premises-related matters including legislation and regulations.
- Deputising for the premises manager as required.
- Supporting and contributing to the overall ethos, work and aims of the school.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

### Job specification

#### Operational

- They shall establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
- They shall act as a key-holder and control site keys, and routine and non-routine opening.
- They shall assist in the maintenance of the school site, buildings and grounds to a high standard.
- They shall assist in ensuring maintenance and functioning of the school's heating and utility systems and services and undertake PAT testing. (Full training will be provided)
- They shall assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications.
- They shall assist in arranging for the removal of graffiti and oversee contracts for refuse collection and sanitary bins.
- They shall assist in overseeing any alterations, redecoration, building and maintenance works and specialised repair work.

- They shall personally undertake minor repairs and maintenance tasks which are within their competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
- They shall assist in ordering and maintaining stocks of materials, equipment and protective clothing as required.
- They shall assist in organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
- They shall ensure deliveries to the school are correctly accepted, securely stored and distributed.
- They shall assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect to arrangements such as safeguarding requirements in accordance with school policies and procedures.
- They shall report any breaches of security and ensure that any resultant damage is remedied properly and promptly.
- They shall undertake various portering and administrative duties.
- They shall assist in co-ordinating and undertaking lettings of school facilities.
- They shall ensure, in conjunction with the headteacher and their line manager, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
- They shall assist in ensuring all required risk assessments are carried out and completed, and that action is taken where necessary.
- They shall ensure that appropriate signs and notices are displayed.
- They shall, following direction from their line manager, notify appropriate agencies of issues and make necessary arrangements, for example, pest and vermin control.
- They shall assist in ensuring that the required procedures for reporting of incidents, including accidents, are fulfilled.

#### **Personnel**

- They shall assist their line manager in ensuring required safeguarding checks have been completed in accordance with school policies and procedures before engaging contractors, informing their line manager of any concerns.

#### **Administrative/financial**

- They shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- They shall maintain manual and computerised records and filing systems relating to all areas within their remit as required.
- They shall assist in ensuring compliance with data protection regulations.

- They shall assist in maintaining up-to-date records of the school's assets.
- They shall deal with correspondence promptly and as required.

**General**

- They shall work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
- They shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- They shall attend training sessions and meetings as required.
- They shall undertake first aid training and responsibilities as required.
- They shall keep up-to-date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
- They shall retain confidentiality about all aspects of school life.

## ASSISTANT SITE MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths.</li> <li>Substantial DIY and/or maintenance experience.</li> </ul>	<ul style="list-style-type: none"> <li>Further education qualifications in related field/s.</li> <li>Experience in working in the building/construction industry.</li> <li>Experience of working in a school or similar establishment.</li> <li>Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/grounds or buildings maintenance, carpentry, decorating, PAT testing.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interviews</li> <li>Certificate/s (to be available at interview)</li> </ul>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively.</li> <li>Good standard of numeracy and literacy skills.</li> <li>Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of construction/building regulations.</li> <li>Working knowledge of maintenance and security systems and procedures.</li> <li>Working knowledge of heating and ventilation systems.</li> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.</li> <li>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interviews</li> </ul>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Full clean driving license</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Ability to reach and bend, and to carry out some heavy lifting.</li> <li>• Competent to work at height and follow the relevant safety guides to do so.</li> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with line manager and leadership team.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Able to work evening and weekends and attend out of hours emergencies.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>