**Stone Bay School**



**Assistant Site Manager**

**Job Description and Person Specification**

**School Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**“Getting it right for every student”**

**Job Description**

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| **Post:** | Assistant Site Manager |
| **Salary:** | Kent Range 5 |
| **Hours:** | 37 hours per week, all year |
| **Responsible to:** | Site Manager / Business Manager |

**Key responsibilities**

**Summary of Job:**

To contribute in the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance. Deputising for the Site Manager during periods of holiday and absence.

**Security and supervision**

* Ensure that buildings and site are secure, including during out of school hours and taking remedial action if required.
* To support the SiteManager, when required, with organising and managing the work of the site team
* Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

**Caretaking and maintenance**

* Maintenance of school site as directed by the Site Manager.
* To ensure that the site is kept operational and to prioritise work as appropriate.
* Repair and maintenance tasks around the site, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork, are completed to ensure a safe environment is maintained.
* Supervise approved on-site contractors to ensure the smooth operation of maintenance work on the school site, ensuring all requirements are met including the provision of risk assessments and completion of the asbestos register.
* Ensure accurate records are kept of all work carried out.
* Check energy and water consumption, as directed by the Site Manager, to ensure efficiency, reading meters on a monthly basis for example
* Overseeing onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
* Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
* Ensuring the delivery of stores, materials and other goods and their conveyance to their points of distribution.
* Supporting the Site Manager in ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.

**Grounds Maintenance:**

* Clean specified areas of the school grounds as required.
* To be responsible for maintaining the school’s outdoor areas to a high standard ensuring that they are free of litter and debris.
* Act as school contact in relation to premises related contractors as required.
* Oversee onsite maintenance contractors with specific responsibility for grounds maintenance contractors during the appropriate shift, checking that work is completed to required standards and within required timescales.

**Minibus**

To ensure responsibility for the maintenance and cleaning of the minibus including weekly checks eg oil levels etc

**Other duties:**

* Support or deputise for the Site Manager in dealing with issues relating to supervision/ management of staff.
* Support with the appropriate induction and training of cleaning staff.
* Contributing to the management of the Premises budget.
* Ensure compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues), taking action where hazards are identified reporting serious hazards to the Site Manager immediately.
* Undertake regular monitoring and health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
* Promote and ensure the health and safety of pupils, staff and visitors at all times (in accordance with the appropriate health and safety legislation);
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person.

**General**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and Governing Body. The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The School allocates 5 days per year as for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training, as detailed below, and core training.

Core training includes such courses as Autism Awareness, Behaviour Management, Makaton, First Aid etc.

**Mandatory training.**

Proact-SCIPr-UK® training and Child Protection training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

* Proact-SCIPr-UK®: All staff to attend a course every year linked to their role.
* Child Protection: All staff to attend a refresher course every year.
* Additional mandatory and core training events will be arranged for new staff as required.

**Person Specification**

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| **Qualifications** | Essential. | Desirable |
| Level 2/3 Diploma (or equivalent) in a trade or skill with proficient technical and practical skills ie electrical or carpentry qualification. | **🗸** |  |
| **Experience.** | Essential. | Desirable. |
| Previous relevant experience | **🗸** |  |
| **Knowledge and Skills** | Essential. | Desirable. |
| Knowledge and expertise in maintenance and repair work | **🗸** |  |
| Understands and able to apply Health and Safety procedures relevant to the job such as: -  Manual handling. –  Safe use of machinery and/or equipment. –  COSHH –  First Aid and Hygiene Practice. –  Lone working procedures and responsibilities | **🗸** |  |
| Ability to work constructively as part of a team,  understanding school roles and responsibilities  including own. | **🗸** |  |
| Able to recognise and to deal with emergency situations. | **🗸** |  |
| Willingness to undertake training to keep knowledge up to date. | **🗸** |  |
| Ability to identify changes required to work routines and act upon them in liaison with staff, clients and others as relevant.  Ability to maintain accurate and timely records as required by the role e.g. site team schedules, contractors’ schedules, etc.  Ability to deal with everyday problems and to identify which problems should be referred to line manager.  Ability to monitor job activities as required by the role.  Ability to understand information and advise and liaise with others accordingly.  Ability to be receptive to information being communicated (which can be nonverbal), contribute to its interpretation and pass on to others as appropriate.  Has written and numeric skills in order to complete more detailed records and reports. | **🗸** |  |
| Commitment to the highest standards of child  protection and safeguarding. | **🗸** |  |
| Recognition of the importance of personal  responsibility for health and safety. | **🗸** |  |
| Commitment to the school’s ethos, Mission Statement and its  whole community. | **🗸** |  |

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.