

**TITLE: DEPUTY SITE MANAGER (Permanent, full time)**

**HOURS:** Working hours will be subject to variation to ensure continuity. Occasional call outs at weekends and unsociable hours may be necessary.

**RESPONSIBLE TO: Site Manager**

**SALARY: KES/DC Pay Scale Grade 5 (£22,595-23,849)**

**OBJECTIVES:** Responsible for duties covering security, repairs and maintenance, porterage and general duties of this kind associated with the maintenance of the site.

1. To ensure security of the building including the opening and closing of the premises at designated times and the control and issue of keys/fob cards.
2. To use Every Facilities Management tool to prioritise tasks and action-Full training will be given
3. To carry out compliance checks inline with regulations including Legionella testing
4. To ensure that the campus is kept substantially free of litter and debris so that a clean and tidy appearance is maintained.
5. To undertake proactively, routine repairs and maintenance on the school site in liaison with the Site Manager
6. To operate the school’s CCTV and access control systems
7. To operate the school’s security alarm system and to respond to any callouts should the alarm be activated at any time of the day in accordance with the Site Manager’s duty rota
8. To distribute goods and supplies as necessary around the school campus.
9. To liaise with contractors.
10. Carrying out weekly checks on the minibus to ensure it is ready for use along with booking annual service/MOT.
11. To be alert to the health and safety of the working environment and to advise the Site Manager of any health and safety concerns.
12. To work with site team to ensure all room and hall set ups are carried out
13. To undertake any other reasonable duties as may be required by the Site Manager.

**Qualifications and Experience**

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|  | Essential | Desirable |
| Be computer literate | ✓ |  |
| Be hardworking and proactive | ✓ |  |
| Have an attention to detail and be able to problem solve | ✓ |  |
| Have the ability to work as part of a team but also to use their own initiative | ✓ |  |
| Have a background in DIY | ✓ |  |
| Ability to respond well to young people and respond appropriately. |  | ✓ |
| Have a good sense of humour |  | ✓ |