ST. JOHN’S C. E. PRIMARY SCHOOL

*‘Nurturing the potential in everyone.’*

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**JOB DESCRIPTION: Assistant Site Manager**

**Job Title/Post:** Assistant Site Manager

**Salary:** KR5 (to be reviewed dependent on experience)

**Responsible to:** Site Manager

**Holidays:** 27 working days

**Hours:** 35 core hours across 5 days (Monday to Friday), for example 7am – 3pm

One hour of unpaid lunch per working day.

There will be occasional Saturdays when the School site has to open, but this is by exception and will subject to prior agreement and availability.

**Job Purpose**

• To assist the Site Manager in the efficient and effective management of School Facilities - deputising for the Site Manager as required.

• To work as part of the team responsible for the day-to-day security, safety, cleanliness and general maintenance of the school estate and associated facilities in order to ensure the school environment is safe and fit for purpose; maintaining a high quality teaching and learning environment for users.

**Duties and Responsibilities**

• To deputise for the Site Manager in all aspects in their absence.

**Security**

• To carry out security procedures across the School estate including the routine and non-routine opening and closing of the School.

• To check, address and report damage or security breaches daily.

• To prevent trespass on the school and guard against the unauthorised parking of vehicles.

• To unset and set the school alarm system.

• To respond to, and reset the school alarm, liaising with the police and alarm company, check and secure the school subsequent to out of hours intruder alarm activation.

• To register as Key Holder and be point of contact in an emergency callout Situation.

• To deputise for the Site Manager in all aspects of security in their absence.

**Health and Safety**

• To perform duties in line with health and safety and COSHH regulations and take remedial action where hazards are identified reporting serious hazards immediately.

• To undertake additional training and/or qualifications to support the Health & Safety culture of the School.

• To maintain the School’s health and safety compliance systems including regular water testing and flushing, emergency light and fire alarm tests maintaining registers as required and to report any Health and Safety breaches to the Facilities Manager.

• To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

• To monitor that external contractors are adhering to safe working practices, and are in compliance with the School’s Contractor rules.

• To provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergency.

• To carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.

• Ensure that clear passage is maintained on fire escape routes.

• To know the location of first aid kits and defibrillators around the School.

• To deputise for the Site Manager in all aspects of Health and Safety in their absence.

**Internal Events**

• To support internal school events by preparing facilities, configuring rooms as required.

• To supervise the use of the facilities during events, identify and respond to facilities related issues as they arise.

**External Events**

• To support external events (commercial lettings) by preparing facilities, setting up and configuring rooms as required.

• To act as point of contact for the duration of the letting, identifying and responding to facilities related issues as they arise.

• To monitor visitor behaviour and report damage.

• To deputise for the Site Manager in all aspects of school lettings in their absence.

**Maintenance**

• To undertake planned and preventative maintenance of the buildings, grounds and plant on the school site including basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently.

• To undertake ad hoc urgent repairs including water leaks, repairs of doors, windows and furniture and cleaning up after breakages and spillages.

• To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures.

• Report any defects of the estates, furniture, fittings and equipment to the Site Manager.

• To monitor the work of contractors working on site as directed by the Site Manager.

• To undertake projects as directed by the Site Manager that maintain the fabric of the School and its facilities including repairs, re-decoration and maintenance development projects.

**General Duties**

• To maintain the general upkeep, cleanliness and tidiness of the School facilities internally and externally.

• To undertake porterage duties including receiving, checking and distributing deliveries support office and classroom relocations.

• Oversee the management of refuse collection pick up arrangements and ensure that external rubbish is stored appropriately.

• Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.

• Carry out periodic cleaning of internal / external areas (including windows and drains).

• You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

• To carry out any other duties as may from time to time be required by the Site Manager.

• To maintain confidentiality.

• To participate in training and other learning activities and performance appraisal and development as required.

• To ensure that actions and duties are performed in full compliance with Health and Safety, building, property and estates regulations and the Health and Safety Policy.

• To play a full part in the life of the school community, to support the school ethos and to encourage staff and students to follow this example.

• To actively promote school policies.

**Additional Notes**

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Professional Standards**

It is important to recognise that St. John’s CE Primary School staff must maintain professional standards at all times and to recognise that they are role models for the students in many respects.

Such professional standards include:

• Dress: Members of the Facilities team are expected to maintain a smart and professional appearance and are provided with appropriate clothing which should be worn whilst at work;

• Punctuality: this is expected in all aspects of work;

• Duty of Care: keeping our students safe and acting in the child’s best interest at all times;

• A position of trust, being seen to be demonstrably fair, even-handed and consistent in dealing with students;

• Propriety and behaviour: all staff are expected to adopt high standards of personal conduct in accordance with the Staff Code of Conduct;

• Taking good care of the fabric of the School;

• Being aware of and carrying out the Acceptable Use of ICT policy when using the School network.

**PERSON SPECIFICATION**

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Essential - proficient technical and practical skills.  Desirable - Level 2/3 Diploma (or equivalent) |
| **EXPERIENCE** | Previous relevant experience |
| **SKILLS AND ABILITIES** | * Use of wide range of machinery/equipment e.g. gardening and general maintenance * Ability to maintain accurate and timely records as required by the role e.g. contractors’ schedules * Ability to deal with everyday problems and to identify which problems should be referred * Ability to monitor job activities as required by the role * Has written and numeric skills in order to complete more detailed records and reports * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to ensure work is carried out in accordance with plans) |
| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair * Knowledge of financial/ordering/monitoring procedures as required * Knowledge of how own job fits into the activity and role of the school * 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   Able to recognise and to deal with emergency situations  Will need to undertake training to keep knowledge up to date. |