

ASSISTANT SITE/PREMISES MANAGER - JOB DESCRIPTION

RESPONSIBLE TO	Headteacher, Deputy Headteacher, School Business Manager, Health & Safety Leader & Line Manager (Site Manager)
LINE MANAGER	Site Manager
JOB PURPOSE	Be responsible for security, caretaking, cleaning, general maintenance needs of the premises. To work under the site manager but contribute ideas for improvement to school grounds and buildings.

TERMS OF EMPLOYMENT

WORKING HOURS	<p>37 hours per week Monday 12.30-9pm 8 working hours (30 minute break) Tuesday 12.30-9pm 8 working hours (30 minute break) Wednesday 11.30-8pm 8 working hours (30 minute break) Thursday 12.00-8.30pm 8 working hours (30 minute break) Friday 11.30-5pm 5 working hours (30 minute break)</p> <p>You will be paid for 52 working weeks per year. Holiday entitlement: 27 days + bank holidays if less than 5 yrs KCC Service and 29 days + bank holidays if over 5 years KCC service.</p> <p>The holiday entitlement to be booked with Site Manager/Business Manager in advance notice. For holidays of 5 days or more 6 weeks advance notice must be given. Majority of holiday allowance to be taken during term time so that routine maintenance work can be carried out during school holidays. Holidays to be taken at different times to the Site Manager.</p> <p>Required to work on staff development days and some other school holiday dates including when contractors and staff are working in school holidays.</p>
SALARY	Kent Range 4
RESPONSIBLE FOR	On-site Contractors Day to day line management of cleaning staff

PRINCIPAL ACCOUNTABILITIES

SECURITY	Act as a primary key holder for the whole school site. Maintain the day to day security of the school site and when necessary open and close the premises during normal school hours and out of hours, during school holidays and when lettings take place. To be part of emergency call out team for alarm calls. When necessary, arrange locking/unlocking with the security company. To receive goods as appropriate. Dealing with site issues and problems as they arise and address current security issues in order to maintain a safe environment.
GENERAL	Undertake a wide range of improvement and maintenance projects across the site to improve the learning environment under the direction of the Site Manager. Supervise on-site contractors, to ensure the smooth operation of maintenance work on the school site. Identify issues of non compliance with health and safety regulations and school policies, check work completed against specification for quality and refer issues as appropriate, in order to ensure that contractors' work is completed to a good standard and that all work is undertaken in the most safe, effective and efficient manner.
CARETAKING	Maintain adequate supplies of cleaning materials and supplies (toilet rolls, paper towels, soap, light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishment's needs. To provide accurate order forms for the Finance Officer under the direction of the Site Manager. Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free. Provide a portering service for deliveries to ensure supplies are correctly handled according to the manual handling training received and appropriately delivered. Provide a portering service for staff when necessary. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a management risk assessment & training. Setting up meeting rooms with required furniture and refreshments for lettings and meetings. Manage school lettings by opening and closing the premises to maintain security. Payment for this is extra if out of usual working hours.

	Assist staff & lettings personnel in setting up ICT or other equipment as necessary in large or small hall.
CLEANING	<p>The postholder will line manage the cleaners on a day to day basis, to ensure that work is undertaken within agreed standard and timescale and school's health & safety policy.</p> <p>Undertake the general checking and cleaning of some parts of the establishment i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.</p> <p>Be responsible for cleaning of allocated areas in line with specified standards.</p> <p>Carry out emergency cleaning in critical areas (e.g. toilets) as directed.</p> <p>Cleaning of windows up to 11 feet.</p>
MAINTENANCE	<p>Undertake general repairs and maintenance around whole school site including plumbing, carpentry/joinery, plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment. Line marking car park and playgrounds.</p> <p>Monitor and maintain the boiler system, dealing with matters as they arise. Using the Allen-Martin system as necessary to maintain energy efficiency and ensure the system is kept running on a day to day basis and to meet the needs of the school site. Maintain and monitor maintenance schedules for gas, electricity, security doors, alarm systems, and fire equipment.</p> <p>Take meter readings from appropriate sites around the establishment to ensure invoices received are correct and budget monitoring is maintained. Test fire alarm bells on a weekly basis to ensure in good working order.</p> <p>Ensure outside areas are kept free from litter, leaves & bark, emptying outside bins every afternoon, to maintain a clean and tidy environment. To keep paths, access points and entrances free of snow & ice to enable safe passage.</p> <p>Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs, tap washers, clock batteries and drains to ensure a safe environment is maintained.</p> <p>Maintain tools and equipment to ensure they are kept in good working order. Ensure working areas are left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained.</p>
HEALTH AND SAFETY	<p>To formulate risk assessments for work activities which involve some form of hazard. To liaise with the Health & Safety Leader and Site Manager.</p> <p>To adhere to H&S guidelines and ensure a safe environment for staff and pupils is always maintained.</p>
GENERAL QUALITIES	<p>Under the direction of the Site Manager to carry out all routine safety checks around the site to include fire safety, risk assessments and legionellae maintenance to ensure safety of all people on the school site. Comply with Health & Safety, Fire Regulations and other school and County policies. To deal with matters affecting health & safety of persons on the site.</p> <p>Willingness to develop knowledge of use of ICT and other specialist equipment (e.g. stage lighting)</p> <p>Attend Site meetings if required.</p> <p>Attend training courses as required.</p> <p>To maintain a diary or log of daily duties undertaken according to the schedule.</p> <p>Cover for Site Manager during sickness, holiday and other absence.</p> <p>To perform any other duties within the scope, spirit and purpose of the position as requested by the Line manager or Management.</p>

**NECESSARY
EXPERIENCE
AND ABILITIES**

- Previous relevant experience
- Wider awareness of the related working environment eg client groups.
- Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance.
- Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others.
- To organise others and own workload in order to achieve the job.
- Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.
- Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors' schedules, etc.
- Ability to deal with everyday problems and to identify which problems should be referred to supervisor.
- 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 non-verbal), 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.
- Ability to listen, observe and contribute to discussions as required for the role eg client care, child care, work plans, etc.
- Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)
- Ability to communicate using information technology as required for the role.
- Knowledge of how own job fits into the activity and role of the area/site.
- Knowledge of a range of other jobs in the area.
- 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.