

Assistant Site Manager Tonbridge

School Mission: Children and young people at the heart of all we do.

School Ethos: Work Hard, Be Kind, Have Fun, Stay Safe.

Reporting to: School Business Leader

Salary Grade: Kent Scheme C + Oakley Allowance

Hours: Full-time, 37 hours per week

Job Description

Purpose of the Role

To ensure the security, cleanliness, maintenance, and overall functionality of the school premises, buildings, and grounds. The site manager assistant plays a vital role in creating a safe, welcoming, and well-maintained environment for pupils, staff, and visitors. To deputise for the Site Manager as required.

Key Responsibilities

Site Security & Maintenance

- In collaboration with the Site Manager, ensure that school is opened and closed at appropriate times and that all areas are secure and available for teaching at all times.
- Monitor and maintain site security systems (e.g., CCTV, alarms).
- Provide access to authorised personnel and challenge unauthorised access.
- Carry out general repairs and maintenance (e.g., plastering, decorating, basic plumbing, carpentry).
- Respond to equipment failures and conduct minor fixes.
- Undertake redecoration and programmed works during school holidays.
- Escalate complex issues to contractors or line managers.
- Monitor the condition of the site and the work of contractors to ensure conformity with school Health and Safety policies and the safety of all site users.
- Liaise with the Site Manager, School Business Leader and Headteacher to arrange for any necessary work to alter or maintain the fabric of the building, and report on a regular basis concerning the safety of the site and recommend safe practices which would ensure the safety of all site users.
- As a key holder to respond to any callout by the emergency services or Headteacher and report to the Headteacher, School Business Leader & Site Manager details of any incident and make secure any areas of the school requiring immediate repair.
- Supervise and support, when required, with work experience pupils.

Cleaning & Hygiene

- Supervise and support cleaning staff; cover absences when needed.
- Perform emergency cleaning (e.g., spillages, sickness).
- Maintain hygiene standards in line with Health & Safety regulations.
- Monitor the work of contract cleaners and report any issues to the cleaning supervisor and Site Manager to ensure the maintenance of high standards of cleaning and hygiene throughout the school site.
- To carry out adhoc cleaning duties as required.

Grounds & Environment

- Maintain external areas including litter picking, gritting, snow clearance, leaves etc.
- Support upkeep of gardens, hedges, and green spaces.
- Ensure paths and drives are safe and clear.
- Carry out and record routine safety checks on school minibuses and monitor and report all defects to the Site Manager to arrange for repair, so that vehicles are always available and safe to use.

Facilities & Compliance

- Conduct routine compliance checks (e.g., fire safety, asbestos, legionella).
- Record and report meter readings.
- Use school systems to track maintenance tasks and incidents.
- Support external lettings and provide out-of-hours cover.
- To assist in updating and maintaining the electronic site asset register and maintain compliance and testing records.

Porterage & Deliveries

- Receive, store, and distribute deliveries across both sites.
- Assist with setting up for events and lunch service.
- Set out and clear away tables and chairs for use during assemblies, lunch times and staff training and meetings.
- To deliver lunches to the Tonbridge site, as required.

Health & Safety

- Apply manual handling, COSHH, lone working, and first aid procedures.
- Participate in fire drills and lockdown practices.
- Maintain accurate records and site safety reports.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (DBS) to KCCs satisfaction. Oakley School is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

Oakley School is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.

Person Specification

Qualifications & Experience	
Level 2/3 Diploma or equivalent in premises management or related field.	Desirable
Relevant training in health & safety, COSHH, Legionella, manual handling.	Desirable
Previous experience in of working in a school or similar environment to include, site management or caretaking.	Desirable
Skills & Abilities	
The ability to build and develop excellent working relationships with across the school community.	Essential
Personal drive, resilience and be able to demonstrate enthusiasm and a positive attitude.	Essential
Ability and willingness to travel between sites.	Essential
Practical and technical skills in building maintenance e.g. painting and decorating. Capable of producing work to a high standard in a number of practical skill areas	Essential
Understanding of health and safety requirements of a multi-user site and ability to recognise and minimise potential risks	Essential
Courteous manner in dealing with various internal and external individuals and	Essential
Full driving licence	Essential
Licenced to drive a minibus	Desirable
Ability to work independently and as part of a team	Essential
Competence in using IT systems for record-keeping and communication	Desirable
Understanding of health & safety regulations and compliance requirements	Desirable
Knowledge of building systems (electrical, mechanical, heating	Desirable
Familiarity with safeguarding and child protection policies	Desirable
Personal Qualities & Abilities	
Professional attributes in school and working with others.	
Personal and professional organisation, the ability to prioritise work tasks	
Reliability, initiative, and a willingness to take responsibility and learn new skills	
Good communication and interpersonal skills	
Attention to detail in work tasks	
A well-developed sense of humour	
Self-confidence	
Flexibility and ability to manage change	
Commitment to support colleagues through effective teamwork, and the ability to work as part of a team	
Literate and Numerate, with sound IT skills.	
Demonstrate a good understanding of the importance of the Site Team's role in contributing to school improvement	
Demonstrate optimistic behaviour, positive relationships & attitudes towards all stakeholders and the local community.	
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	
Suitable to work with vulnerable children and young people.	