**BOWER GROVE SCHOOL**

**JOB DESCRIPTION – ASSISTANT SITE MANAGER**

**Name:**

**Line Manager:** Site Manager

**Hours of Work:** 37 hours per week

**Summary**

To work as part of the Site Team under the direction of the Site Manager. The aim is to assist in the smooth running of the school and to maintain a safe, clean and tidy environment for both pupils and staff. To independently carry out repairs and maintenance for the upkeep of the school, and to assist with small building projects. To provide absence cover and flexibility of hours when required to meet the needs of the school. This would require additional hours on occasions.

**Duties to include:-**

* To be responsible for securing the premises and associated duties as required.
* To open/close gates for transport as required.
* To carry out general maintenance and repairs as directed by the line manager
* To undertake painting and decorating as required.
* To undertake grounds maintenance and repair works to provide a functional, clean and safe environment externally.
* Manage contractors on site when required, ensuring all health and safety requirements are met, monitor their performance and inspect their completed work, under direction of the site manager.
* Undertake emergency and planned maintenance and repairs competently and independently to a finished level
* To assist with small projects which will include carpentry and minor plumbing and electrical works
* Monitor the boilers to ensure they are kept running on a day to day basis to meet establishment needs ensuring the efficient working of heating plant and lighting
* Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
* Maintain records including fire alarm testing and Legionella procedures and address any issues arising, under the direction of the site manager.
* Complete fire alarm checks every week and regularly check other fire equipment e.g. extinguishers for damage or expiration.
* Set-up the Hall and to clear away as needed for lunch, assemblies, meetings etc. leaving a safe and tidy area, to include mopping/sweeping as needed.
* To replenish stocks as required to toilets and other areas of the school.
* To attend to emergencies in school e.g. blocked toilets/basins.
* To provide porterage services when required, e.g. moving furniture, larger items as reasonably requested.
* To monitor the electronic maintenance log and carry out tasks in a timely and accurate manner.
* To maintain the school minibuses and other vehicles including regular cleaning, organising of MOT’s, servicing and repairs to ensure the health, safety and welfare of passengers.
* Ensure Lettings clients are briefed on fire safety and evacuation and the site is secure. Some evening and weekend cover may be required in connection with school events and lettings.
* Maintain relevant records associated with tasks allocated.
* To attend training sessions if required to develop skills and knowledge.
* Any other reasonable tasks or duties as directed by the site manager or Leadership Team at the school.

This job description will be reviewed on an annual basis through the appraisal process. In addition it may be amended at any time after consultation with the Head Teacher.

Signed………………………………………………………… Date………………………………

Signed………………………………………………………… Date…………………………………

 (Head Teacher)