

**TITLE: DEPUTY SITE MANAGER**

**HOURS: Full time, all year round**

**RESPONSIBLE TO: Site Manager**

**SALARY: KES/DC Pay Scale Grade 5 (£19,198-£21,115 p.a.)**

**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 operate the school’s Building Management System (BMS) particularly at the start of the school day to ensure that the heating and cooking facilities are working and to report any known defects to the Site Manager.
3. To ensure that the campus is kept substantially free of litter and debris so that a clean and tidy appearance is maintained.
4. To undertake proactively, routine repairs and maintenance on the school site in liaison with the Site Manager making sure at all times that safe working practices are followed including any COSHH requirements.
5. To operate the school’s CCTV and access control systems.
6. In inclement weather to ensure that access points and entrances are substantially clear e.g. from snow and ice in accordance with the school’s ‘snow plan’.
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. To be responsible for school minibus, carrying out weekly checks 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 undertake any other reasonable duties as may be required by the Site Manager, Business Manager or Headteacher.

Essential Skills:

* Be hardworking and proactive
* Have an attention to detail and be able to problem solve
* Be computer literate
* Have the ability to work as part of a team but also to use their own initiative.
* Have a background in engineering

Desirable skills:

* Ability to respond well to young people and respond appropriately.
* Have a good sense of humour