



ASSISTANT SITE MANAGER

JOB DESCRIPTION

SALARY SCALE:	Scale 4 SCP 7-11 (£19554 - £21166)
WORKING TIME:	36 hours per week, 52 weeks per year Monday-Friday 10.30am – 6.00pm (4 days as agreed with Site Manager – 30 minutes lunch) Saturday 9.30 – 6.00pm (30 minutes lunch)
DISCLOSURE LEVEL:	Enhanced

Purpose:

To assist the Site Manager in the operational facilities procedures of the school in premises and health & safety matters so that the safest possible environment is achieved and maintained for our pupils, staff and visitors.

Responsible to:

Site Manager, Business Manager and Headteacher

Responsibilities:

- Open and/or close site, subject to shift patterns
- Carry out daily jobs as identified by the Site Manager/Business Manager/Headteacher including a holiday maintenance programme
- Carry out regular tests and maintenance of the school pool each Saturday on your own and during the week with the Site Manager (full training will be given)
- Report any problems or concerns to the Site Manager and keep a written record when necessary
- Attend any briefings / meetings with facilities staff
- Meet on a regular basis with the Site Manager
- Observe Health and Safety rules and comply with procedures relating to child protection, confidentiality and data protection and attend appropriate training
- Be fully conversant with the school emergency action plan
- Complete regular statutory testing of services, fire alarm, water management etc
- To be a Key holder out of hours
- Carry out regular checks on the school minibuses including tyre pressures, oil, water levels etc and periodically clean the exteriors and interiors
- Comply with all legislation under the Health and Safety at Work Act 1974
- Keeping the site clear from litter and graffiti at all times
- Maintain the school grounds to a high standard
- Assist with the review of facilities procedures and suggest areas for improvement
- Be contactable by the main school at all times whilst on duty either by phone or walkie talkie
- Ensure that any request for assistance is responded to in a time frame appropriate to the task
- Assist with the management of contractors on site

JOB DESCRIPTION

- Carry out cleaning duties as required
- Check and refill consumables such as soap and toilet rolls
- Supervise facilities teams including caretaking and cleaning teams both in and out of schools hours in the absence of the Site Manager
- Safe and timely movement of goods, equipment and items around the School both as routine and upon specific request
- Movement of furniture into agreed configurations upon request or to routine schedule
- Movement / relocation of equipment to support alternative room use
- Movement, relocation, disconnection and re-connection of moveable audio visual equipment in accordance with pre-set room use schedules or upon specific request
- Assist with the maintenance of an up-to-date register of equipment, regular location / storage and certification / test records
- Provide a first-fix to defects, failures, break-downs and damage throughout the school where appropriate under the direction of the Site Manager
- Identify defects, failures, break-downs and notify these to the Site Manager
- Maintain a general awareness around the school and identify any potential breaches of Health & Safety and report any suspicious activity to the Site Manager/Business Manager
- Share the supervision of out of hours lettings with the Site Management team
- Deputise for the Site Manager as necessary
- Together with the Site Manager attend COSHH training and maintain records
- Any other activity that the Headteacher deems reasonable

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Chadsgrove School is committed to promoting and safeguarding the welfare of children. All candidates will be subject to an enhanced DBS check and satisfactory references.

Person Specification

- Flexibility and enjoyment of varied working patterns
- Responsible, honest and reliable
- Practical and have experience of minor repair works (putting up shelves, painting etc)
- Remain calm in an emergency, for example if there is a break-in or fire
- Good organisation skills
- Understand safe working practices and health and safety legislation
- Ability to liaise with third party suppliers / contractors
- Enjoy working as part of a team
- Ability to work at heights