Job Description

TITLE	Assistant Site Manager
JOB PURPOSE	Tetherdown School is a two-form entry primary school with 420 pupils in 14 classes. The job holder alongside the Site Manager will: • take day to day responsibility for security and safety of the school and premises; • take joint responsibility for non-structural repairs and maintenance, heating and ventilation and other general site services; • oversee the general maintenance and cleanliness of the site to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.
KEY Accountabilities:	This job profile recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the school. We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. The School carries out online checks of all shortlisted candidates.
A. Strategic Direction and Development	A Demonstrate an active contribution to the policies and aspirations of the school relating particularly to the safety of children. Maintain clear communication within the team to ensure high standards of expectations are upheld.
B. Organisation	B Follow agreed procedures for the efficient and effective running of the school on a day-to-day basis. Where needed, and with prior notice, work flexibly and pro-actively to carry out activities and duties to meet the needs of the school.
C. Premises	C Ensure that the school buildings and grounds are maintained to a high standard of presentation and that these provide the best possible environment for teaching and learning. To undertake repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
D. Leading and Managing Staff	D Be responsible for a team of cleaning staff, holding them to account and promoting high standards of expectation.
E. Evaluation and Quality	E Contribute to the review of processes and procedures in an endeavour to promote continuous improvement in quality throughout the school.
ACCOUNTABLE TO:	Site Manager for appraisal and the School Business Manager.
ACCOUNTABLE FOR:	Cleaning staff.

KEY Tasks:

A. Strategic Direction and Development

- To contribute to the life of the school and take part in any relevant training, particularly relating to the safeguarding and well-being of children.
- To assist the Site Manager in developing a planned maintenance programme for the site.

B. Organisation

- To maintain and keep under review the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
- To keep under review all aspects of repairs and maintenance of the site and to advise the Site Manager on the need for minor and major repairs and maintenance.
- To be responsible for ensuring the removal and porterage of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
- To support and contribute to the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
- To be responsible for organising lost property and make available to parents on a regular basis.
- To act as one of the main keyholders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.

C. Premises

- As keyholder, to be responsible for attending the school in emergencies (including out of hours), taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
- In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
- To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Site Manager or other senior staff.
- To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including the lifts.
- To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.
- To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
- In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Site Manager.
- To undertake daily cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
- To ensure that school playgrounds are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection from the site.
- To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.
- To maintain appropriate and adequate supplies of first aid and infection control equipment and materials in accordance with Borough policy and guidelines.

D. Leading and Managing Staff

- To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification.
- Where appropriate to do so work constructively as part of a team understanding school roles and responsibilities and your own position within these.

E. Evaluation and Quality

- To deal with minor contractors to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Site Manager of any error or omission.
- Maintain high standards of expectation of yourself and of the work of others in your team.
- To liaise with the Site Manager on all aspects of site security and fire safety, reporting on any premises-related health and safety issue requiring attention.
- To fill in and report regular monthly checks using the school's agreed maintenance logging system.
- ***Undertake any duties not listed above that are commensurate with the level of responsibility of the post at the request of the Headteacher or other senior staff.***

Tetherdown School

Person specification

The person specification shows the abilities and skills you will need in order to carry out the duties in the job profile. You should refer to these points when completing your supporting statement.

It is essential that the Assistant Site Manager will:

1	Good organisational skills
2	Good communication skills
3	A calm and professional manner
4	Willingness to be trained to use specialist equipment/resources
5	A flexible and adaptable approach to work
6	Be proactive : Demonstrate the ability to identify and resolve potential issues, anticipate the needs of the facility, and actively engage in enhancing the quality of building repairs.
7	The ability to work to professional standards and boundaries
8	High standards of expectation
9	Awareness of appropriate policies or codes of practice.
10	Physically fit to manage the demanding situation incumbent within the role.
11	Aware of possible health and safety issues within a school
12	Ability to organise, lead and motivate self and other staff.
13	Punctual and ready to work.
14	Committed to working with and safeguarding children.
15	Courteous, polite, welcoming and well presented.
16	High standard and knowledge of maintenance including basic plumbing & electrical repairs, woodworking and general DIY.
17	High standard and knowledge working with a variety of manual and electrical tools and redecoration throughout premises.
18	The ability to supervise and monitor the work of others.

And take on any other task or responsibility commensurate with the post under the request of the Headteacher or senior staff.