



Role Title	Assistant Site Manager
Purpose of the role (job statement)	The main purpose of this post is to be responsible for the security, maintenance and safety of the school premises.
Responsibilities	
<p>Key duties include:-</p> <ol style="list-style-type: none"> 1) To deputise for the Senior Site Manager 2) To support the Senior Site Manager in the following duties: <p>Site Management and Maintenance Duties</p> <ol style="list-style-type: none"> a) Ensuring the maintenance of all buildings, fixtures, fittings, furniture, equipment and open areas within the site and where possible, personally carrying out an element of planned maintenance or repair work b) Ensuring the security of all buildings, contents and grounds, including the operation of fire and burglar alarms and monitoring of CCTV systems and key holder responsibilities; including attending alarm call outs, liaising with the alarm company and Constabulary as necessary c) Ensuring the routine and emergency opening and closing of school premises and grounds d) Ensuring the site is clean and tidy at all times and free from litter and all school entrances inside and out are clean and clear of obstructions. To include clearing leaves, moss, detritus as appropriate including the treatment of surfaces with salt etc, litter picking and emergency cleaning duties in the absence of the onsite cleaning contractors e) Supervising, monitoring, inspecting and recording work undertaken by external contractors including, building maintenance and cleaning contractors. This will include liaison with contractors before and during the work and generally ensuring the work has been completed satisfactorily f) Ensuring, maintenance and operation of security, fire alarm and fire sprinkler systems including relevant test procedures. These duties require an early start time g) Ensuring the maintenance and operation of heating, lighting, ventilation plant and equipment. Carrying out weekly system flushes for Legionella prevention. Ensuring minor repairs, replacements and periodic servicing are undertaken where appropriate h) In consultation with the Senior Site Manager, being aware of use, and measures taken for control, of hazardous or noxious chemicals or materials i) Organisation, movement and setting out of furniture into specific rooms to meet the demands of the day to day operation of the Academy <p>Administrative and Financial Duties</p> <ol style="list-style-type: none"> a) Administration of stock and utilities control systems to ensure continuous availability of products, materials, equipment and services at the site 	



- b) Completion of necessary paperwork and records including time-sheets, orders, completion certificates and other documents relevant to the post holder's duties
- c) Liaise with the Business Manager or other member of the Senior Leadership Team on site matters relevant to the post holder's duties

Associated Duties

- d) Portage of such items as stationery, equipment, materials, furniture, items for disposal etc. as required
- e) Personal or delegated supervision of use of the building outside normal school hours
- f) To carryout routine inspections and cleaning of the school minibuses
- g) Driving duties at the discretion of the Principal
- h) To assist in the safe and effective management of the swimming pool including water testing

To be flexible with working hours:

- i) Cover for the Senior Site Manager during such instances as holidays and sickness absence
- j) Requirement to work on a rota to cover Saturday / weekend / late evening activity. Hours additional to the main contract will be paid as overtime

Undertake such duties as may from time to time be reasonably assigned by the Principal

Indicative knowledge, skills and experience

See Person Specification

Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.