

JOB DESCRIPTION

Job Title	Assistant Site Manager
Band/Job Group	Band D
Hours	37 hours
Special Conditions	52 weeks a year
School	The Meadows School
Responsible to	Site Manager/School Business Manager/Head Teacher

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

Responsible for the security, improvement, maintenance and cleanliness of the school buildings and grounds.

Duties and responsibilities:-

- The efficient operation of the school site in accordance with the Authority's policies, individual site policies and in particular those relating to the Health and Safety at Work Act, 1974 etc.
- To be a recognised key holder.
- Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.
- Setting and un-setting of intruder alarms and initiation of response procedure following alarm activities.
- Notification of health and safety hazards to the Head Teacher/ SLT

Repairs and Maintenance

- Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.
- To advise the Site & Financial Managers when work is completed by contractors so that invoices can be passed where satisfactory.
- Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours
- Small repairs to furniture and buildings, except where a specialist contractor is required.
- Emergency action to minimize the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.
- Maintenance of records of servicing of firefighting equipment, including inventory and maintenance of the level of provision of such equipment.

Building and Contracts

- Receipt of portage of light goods or materials and relocation of portable furniture and equipment.
- To liaise as necessary with contractors, suppliers and Sandwell LA.

Cleaning

- Undertake administration and supervision of cleaning staff, purchase and distribution of cleaning materials and equipment, staff training (cleaning Procedures, COSHH regulations etc.).
- Checking of toilets. Cleaning of classrooms, toilets circulation and play areas, pathways and drives following incidents of vomiting or minor accidents.
- Inspection and replenishment of soap, toilet paper and paper towel dispensers.
- Cleaning of selected areas.
- Occasional cleaning of windows as necessary

Grounds

- Maintenance of school gardens, as required.
- Collection of litter on school grounds. Emptying of external waste bins
- Clear snow to main routes of access/egress as far as is reasonably practicable.

Energy

- The monitoring of efficient use of fuel, electricity and water.
- Care and operation of the heating plant and general cleanliness of the boiler house.
- The reporting of any defects to the appropriate strategy.

Other duties

- To be responsible for the road worthiness of three school mini buses.
- To carry out weekly Health and Safety checks of all mini buses on school site.
- The maintenance and supervision of the swimming pool area ensuring the pool is a safe environment in which staff and students work and meets with Health and Safety Regulations
- Setting out furniture for assemblies, concerts and other associated work.

Special Conditions

- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees that are responsible for in line with these policies and the CRE standards.
- Use of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The Post holder must at all times carry out his/her responsibilities with the due regard to the Council's policy, organization and arrangements for Health and Safety at Work.
- All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

NOTE

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher/SLT and the post holder.

Issued by:
(Head Teacher/SLT)

Date of Issue:

Received by:
(Post holder)

Date Received:

One copy of the Job Description should be retained by the Head Teacher/SLT, one copy given to the post holder

PERSONNEL SPECIFICATION

Job Title	Assistant Site Manager
Band/Job Group	Band D
Hours/Weeks	37 hours per week
Special Conditions	52 weeks a year
School	The Meadows School
Responsible to	Site Manager

Sickness Absence and Disability	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).
Qualifications	Sound knowledge of English and maths Experience of Microsoft packages (word and excel)
Experience	Working with machinery and chemicals Experience of DIY Experience in buildings and grounds management.
Training	Willing to undertake, COSHH, IOSH, Manual Lifting, Fire Safety, Working at Heights and Pool Plant Operators training
Special Knowledge	Knowledge of cleaning materials in connection with COSHH Knowledge of fire safety Knowledge of DIY rules and regulations Desirable knowledge of statutory compliance checks
Circumstances	Flexible working patterns Ability to work evenings and weekends
Disposition	Dependable To be able to work as part of a team and by oneself
Practical and Intellectual Skills	To be able to use machinery Practical skills with regards to site improvements To be able to understand COSHH information
Legal Requirements	Enhanced DBS Check for Regulated Activity